

Contractor Name: County of Orange Health Care Agency Contract #: #08-85179 Project Coordinator: Dawn Robinson

**CALIFORNIA NUTRITION NETWORK CONTRACTS**

**WEEKLY TIME LOG 2008\_\_ - 2009\_\_**

Please check one box only:

☐ State Share (Non-Network funds)

☒ Federal Share (Network sponsored activities) and other special projects (e.g., Regional Nutrition Networks, faith-based, etc.)

Employee Name: \_\_\_\_\_ Employee #: \_\_\_\_\_

Title: \_\_\_\_\_ Phone #: \_\_\_\_\_ Location: Nutrition Services

Due Date: Please turn in by \_\_\_\_\_ to Dawn Robinson, Nutrition Services, Bldg #50 (name of Project Coordinator)

Allowable Categories <i>See page 2 for Allowable Activities</i>	Month: _____	Month: _____	Month: _____
Child/Student Nutrition Education in a Classroom Setting	_____ wk1 wk2 wk3 wk4 wk5	_____ wk1 wk2 wk3 wk4 wk5	_____ wk1 wk2 wk3 wk4 wk5
Child/Student Nutrition Education Outside a Classroom Setting, (as a component of a structured program)	_____ wk1 wk2 wk3 wk4 wk5	_____ wk1 wk2 wk3 wk4 wk5	_____ wk1 wk2 wk3 wk4 wk5
Adult Nutrition Education in Classroom, Group, or Individual Settings	_____ wk1 wk2 wk3 wk4 wk5	_____ wk1 wk2 wk3 wk4 wk5	_____ wk1 wk2 wk3 wk4 wk5
Nutrition Education at Special Events	_____ wk1 wk2 wk3 wk4 wk5	_____ wk1 wk2 wk3 wk4 wk5	_____ wk1 wk2 wk3 wk4 wk5
Physical Activity Promotion (as a component of a broader nutrition education intervention)	_____ wk1 wk2 wk3 wk4 wk5	_____ wk1 wk2 wk3 wk4 wk5	_____ wk1 wk2 wk3 wk4 wk5
Nutrition Education Project Evaluation	_____ wk1 wk2 wk3 wk4 wk5	_____ wk1 wk2 wk3 wk4 wk5	_____ wk1 wk2 wk3 wk4 wk5
Nutrition Promotion Activities	_____ wk1 wk2 wk3 wk4 wk5	_____ wk1 wk2 wk3 wk4 wk5	_____ wk1 wk2 wk3 wk4 wk5
Staff Training/Professional Development	_____ wk1 wk2 wk3 wk4 wk5	_____ wk1 wk2 wk3 wk4 wk5	_____ wk1 wk2 wk3 wk4 wk5
Administrative Tasks Related to the Network Contract	_____ wk1 wk2 wk3 wk4 wk5	_____ wk1 wk2 wk3 wk4 wk5	_____ wk1 wk2 wk3 wk4 wk5
Other Activities (Please list—see page 2 for additional space)	_____ wk1 wk2 wk3 wk4 wk5	_____ wk1 wk2 wk3 wk4 wk5	_____ wk1 wk2 wk3 wk4 wk5
Paid Time Off (List (v) for vacation, (s) for sick leave, (h) for holiday time, or (o) for other paid time off, next to the hours)	_____ wk1 wk2 wk3 wk4 wk5	_____ wk1 wk2 wk3 wk4 wk5	_____ wk1 wk2 wk3 wk4 wk5
<b>TOTAL MONTHLY HOURS</b>			

TOTAL QUARTERLY HOURS LOGGED \_\_\_\_\_ Employee Signature (required)\* \_\_\_\_\_ Date \_\_\_\_\_

Supervisor/Designee Signature (required)\* \_\_\_\_\_ Date \_\_\_\_\_

Pay Rate \$ \_\_\_\_\_ /hour/day/month (circle one)

\* I certify that documented time is from Allowable Activities listed on page 2 of this form.

**INSTRUCTIONS:**

1. Mark either the "State Share" or "Federal Share" box at the top of the form. (Note: LIAs must use a separate form for documenting State Share vs. Federal Share activities. Regional Nutrition Networks, faith-based, and other special projects should only check "Federal Share".)
2. Write the number of hours worked above the appropriate week number (e.g., wk1), corresponding with the appropriate Allowable Category. (Note: Documented time must be from Allowable Activities listed on page 2 of this form, and hours must be entered on a weekly basis.)
3. Paid time off (e.g., vacation, sick leave, holiday time, etc.) should be recorded as the actual paid vacation, paid sick time or paid holiday time earned per the organization's policies. These types of earnings must be prorated by the FTE budgeted in the contract—e.g., if a .50 FTE employee takes a vacation day, that employee would record 4 hours of vacation time for that day.
4. Record time in 15 minute increments, using decimals to record partial-hour increments (i.e., .25, .50, and .75.) (Note: Time must be recorded on a weekly basis for all months in the quarter.) At the end of each month, total each column in the "TOTAL MONTHLY HOURS" boxes at the bottom. Add up the "TOTAL MONTHLY HOURS" and enter this amount into the space marked "TOTAL QUARTERLY HOURS LOGGED".
5. Enter your hourly, daily, or monthly rate of pay, as applicable. Sign and date the log, and give it to your supervisor for signature.

**CALIFORNIA NUTRITION NETWORK CONTRACTS**  
**WEEKLY TIME LOG 2008 - 2009**

**Please check one box only:**

☐ **State Share (Non-Network funds)**

☒ **Federal Share (Network sponsored activities) and other special projects (e.g., Regional Nutrition Networks, faith-based, etc.)**

Employee name: \_\_\_\_\_ Employee #: \_\_\_\_\_

Classification: \_\_\_\_\_ Phone #: \_\_\_\_\_ Location: Riverside County

**DUE Date:** Please turn in by \_\_\_\_\_ to Durreen Qureshi (name of Project Coordinator)

Return to Nutrition Services: Betsy Ennis, Staff Analyst  
951-358-5978

Allowable Categories (See page 2 for Allowable Activities)	Month: <u>Oct. 2008</u>	Month: <u>Nov. 2008</u>	Month: <u>Dec. 2008</u>
1. Children/Student Nutrition Education in a Classroom Setting	wk1 wk2 wk3 wk4 wk5	wk1 wk2 wk3 wk4 wk5	wk1 wk2 wk3 wk4 wk5
2. Children/Student Nutrition Education Outside a Classroom Setting, (as a component of a structured curriculum)	wk1 wk2 wk3 wk4 wk5	wk1 wk2 wk3 wk4 wk5	wk1 wk2 wk3 wk4 wk5
3. Adult Nutrition Education in Classroom, Group, or Individual Settings	wk1 wk2 wk3 wk4 wk5	wk1 wk2 wk3 wk4 wk5	wk1 wk2 wk3 wk4 wk5
4. Nutrition Education at Special Events	wk1 wk2 wk3 wk4 wk5	wk1 wk2 wk3 wk4 wk5	wk1 wk2 wk3 wk4 wk5
5. Physical Activity Promotion (as a component of a broader nutrition education intervention)	wk1 wk2 wk3 wk4 wk5	wk1 wk2 wk3 wk4 wk5	wk1 wk2 wk3 wk4 wk5
6. Nutrition Education Project Evaluation	wk1 wk2 wk3 wk4 wk5	wk1 wk2 wk3 wk4 wk5	wk1 wk2 wk3 wk4 wk5
7. Nutrition Promotion Activities	wk1 wk2 wk3 wk4 wk5	wk1 wk2 wk3 wk4 wk5	wk1 wk2 wk3 wk4 wk5
8. Staff Training/Professional Development (Nutrition Education, Physical Activity Promotion only when linked to Nutrition Education)	wk1 wk2 wk3 wk4 wk5	wk1 wk2 wk3 wk4 wk5	wk1 wk2 wk3 wk4 wk5
9. Administrative Tasks Related to the Network Contract	wk1 wk2 wk3 wk4 wk5	wk1 wk2 wk3 wk4 wk5	wk1 wk2 wk3 wk4 wk5
10. Other Activities (Please list—see page 2 for additional space)	wk1 wk2 wk3 wk4 wk5	wk1 wk2 wk3 wk4 wk5	wk1 wk2 wk3 wk4 wk5
11. Paid Time Off (List (v) for vacation, (s) for sick leave, (h) for holiday time, or (o) for other paid time off, below the hours in the grey box)	wk1 wk2 wk3 wk4 wk5	wk1 wk2 wk3 wk4 wk5	wk1 wk2 wk3 wk4 wk5
Indicate Leave code			
<b>TOTAL MONTHLY HOURS</b>			

**TOTAL QUARTERLY HOURS LOGGED** \_\_\_\_\_ Employee Signature (required)\* \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor/Designee Signature (required)\* \_\_\_\_\_ Date: \_\_\_\_\_

Pay Rate \$ \_\_\_\_\_ / Hour \_\_\_\_\_ (Select from pull-down)

\* I certify that documented time is from Allowable Activities listed on page 2 of this form.

**INSTRUCTIONS:**

- Mark either the "State Share" or "Federal Share" box at the top of the form. (Note: LIAs must use a separate form for documenting State Share vs. Federal Share activities. Regional Nutrition Networks, faith-based, and other special projects sh
- Write the number of hours worked above the appropriate week number (e.g., wk1), corresponding with the appropriate Allowable Category. (Note: Documented time must be from Allowable Activities listed on page 2 of this form, and hours must be en
- Paid time off (e.g., vacation, sick leave, holiday time, etc.) should be recorded as the actual paid vacation, paid sick time or paid holiday time earned per the organization's policies. These types of earnings must be prorated by the FTE budg
- Record time in 15 minute increments, using decimals to record partial-hour increments (i.e., .25, .50, and .75.) (Note: Time must be recorded on a weekly basis for all months in the quarter.) At the end of each month, total each column in the "T
- Enter your hourly, daily, or monthly rate of pay, as applicable. Sign and date the log, and give it to your supervisor for signature.





Teacher/Staff Name:

Month:

School Site:

Date	Act. Code	Time Logged	# Reached	Examples of Allowable Nutrition Education Activities:
Week 1:				<b>Physical Activity (PA) Promotion as a Component of a Broader Nutrition Education (Nut. Ed.) Intervention:</b> <b>O.</b> Promote PA as a component of a Nut. Ed. intervention. <b>P.</b> Present one-time PA demonstrations that educate about and promote PA.
				<b>Nutrition Ed Project Evaluation:</b> <b>Q.</b> Conduct program planning and evals as an essential part of developing/implementing effective Nut. Ed. Programs.
				<b>Nutrition Promotion Activities:</b> <b>R.</b> Disseminate/sponsor Newsletters, videos, CDs or web pages on good nutrition or PA integrated as part of Nut Ed. <b>S.</b> Disseminate press releases, press kits, PSAs or other educational materials that promote good nutrition. <b>T.</b> Provide brochures or posters that focus on nutrition and may include a Food Stamp Program promotion message. <b>U.</b> Time to set up nutrition displays (e.g., MyPyramid posters, USDA Dietary Guidelines) with nutritional messages. <b>V.</b> Time spent involving media in events targeting food stamp eligibles that promote good nutrition. <b>W.</b> Provide nutrition information and/or technical assistance to community leaders who work directly with the food stamp eligibles about nutrition-related issues.
				<b>Staff Training/Professional Development:</b> <b>X.</b> Develop/attend Nut. Ed. events such as workshops, seminars, conferences, trainings, which may include the role PA plays in health, & provide clear & direct benefits to the food stamp audience being served & are within the activities of SOW.
				<b>Administrative Tasks:</b> <b>Y.</b> Time spent completing documentation, fiscal/accounting duties, general clerical tasks in support of Network Projects. Perform fiscal/accounting duties (e.g., invoicing). Perform general clerical tasks in support of Network projects (e.g., travel claims, photocopying). <b>Z.</b> <b>Other Activities:</b> (Must be listed in approved Scope of Work [SOW] Project Summary): List on Back of page.
				<b>AA. Paid Time Off</b> Examples of paid time off include: vacation, sick leave, holiday time, annual leave, and maternity leave.
Week 2:				<b>Student Nutrition Education in a Classroom Setting:</b> <b>A.</b> Nutrition education classes: use of and/or planning for approved curriculum (e.g., Dairy Council, Team Nutrition, Dietary Guidelines for Americans, Harvest of the Month, Healthy Kids Resource Center, MyPyramid). <b>B.</b> Reading of books that increases the awareness of good nutrition or encourages creation of artwork or essays on topics of nutrition such as the importance of eating fruits and vegetables as part of a healthy diet. <b>C.</b> Conduct cooking classes and/or taste tests with healthy foods as part of a nutrition education lesson/activity. Encourage handwashing as it relates to this lesson. <b>D.</b> Teach nutrition via CD ROM/Internet/Computer Programs. <b>E.</b> Teaching nutrition education as a stand alone subject area or integrated with math, language art, science, social studies or other subject areas.
				<b>Student Nutrition Education Outside a Classroom Setting (as a component of a structured curriculum):</b> <b>F.</b> Participate in nutrition education field trips (do not include transportation time or costs) such as tours of farmers markets, packing houses, dairies, linking nutrition education on fruits and vegetables in classroom with field trip visit. <b>G.</b> Garden based nutrition education. <b>H.</b> In a food stamp or health aide office setting, promote healthy eating habits, (e.g., benefits of eating breakfast), and/or the role that PA plays in good nutrition (can include a brief Food Stamp Program promotion message). <b>I.</b> Cafeteria-based nutrition education activities/promotions which are part of a structured program that is connected to the classroom instruction (i.e., Harvest of the Month).
Week 3:				<b>Adult Nutrition Education in Classroom, Group or Individual Settings:</b> <b>J.</b> See Code "A" for description of Allowable Activity. <b>K.</b> See Code "B" for description of Allowable Activity. <b>L.</b> See Code "C" for description of Allowable Activity. <b>M.</b> See Code "H" for description of Allowable Activity.
				<b>Nutrition Education at Special Events/Community Events:</b> <b>N.</b> Nut. Ed. at Special Events (e.g., Back to School Night, Open House, health fairs, career fairs, school assemblies).
Week 4:				

I certify that the lessons/activities reported were conducted according to the guidelines associated with the Allowable Nutrition Education Activities.

Teacher/Staff Signature:

Date:

Project Coordinator Signature:

Total Time Logged:

**TEACHER WEEKLY TIME LOG 2007 - 2008**

Name: \_\_\_\_\_ (Teacher) Grade: \_\_\_\_\_ Phone #: \_\_\_\_\_  
 Location: \_\_\_\_\_ Due Date: Please turn in by \_\_\_\_\_ to Tracy Fiscella, Project Coordinator

Allowable Categories Allowable Activities	Month:	Month:	Month:
<b>Children/Student Nutrition Education in a Classroom Setting</b> <ul style="list-style-type: none"> <li>• Nutrition education using curriculum (e.g., Dairy Council, Team Nutrition, Dietary Guidelines for Americans, <b>Harvest of the Month</b>).</li> <li>• Read books on nutrition or encourage creation of artwork or essays on topics of nutrition such as the importance of eating fruits and vegetables as part of a healthy diet.</li> <li>• Conduct cooking classes and/or taste tests with healthy foods as part of a nutrition education lesson/activity</li> <li>• Teach nutrition via CD ROM/ Internet/computer programs.</li> <li>• Bulletin Boards/Door Murals that support good nutrition and increase physical activity</li> <li>• Discuss breakfast &amp; lunch choices in relation to the components of a healthy meal.</li> </ul>	_____ wk1 wk2 wk3 wk4 wk5	_____ wk1 wk2 wk3 wk4 wk5	_____ wk1 wk2 wk3 wk4 wk5
<b>Children/Student Nutrition Education Outside a Classroom Setting, (as a component of a structured curriculum)</b> <ul style="list-style-type: none"> <li>• Taking nutrition education field trips (do not include transportation time or costs) and/or guest speakers on nutrition education and/or physical activity promotion.</li> <li>• Garden based Nutrition education</li> </ul>	_____ wk1 wk2 wk3 wk4 wk5	_____ wk1 wk2 wk3 wk4 wk5	_____ wk1 wk2 wk3 wk4 wk5
<b>Adult Nutrition Education in Classroom/Group/Individual Setting</b> <ul style="list-style-type: none"> <li>• Talk with parents/distribute information about nutrition/physical activity promotion at back to School night or during conferences.</li> <li>• Connect students and families with community resources that promote healthy eating and physical activity</li> </ul>	_____ wk1 wk2 wk3 wk4 wk5	_____ wk1 wk2 wk3 wk4 wk5	_____ wk1 wk2 wk3 wk4 wk5
<b>Nutrition Education at Special Events</b> Nutrition education at special events: Back to School Night, Open House, health fairs, career fairs, assemblies, etc	_____ wk1 wk2 wk3 wk4 wk5	_____ wk1 wk2 wk3 wk4 wk5	_____ wk1 wk2 wk3 wk4 wk5
<b>Physical Activity Promotion (as a component of a broader nutrition education intervention)</b> <ul style="list-style-type: none"> <li>• Promote increased physical activity as a component of a nutrition education intervention.</li> <li>• Present <u>one-time</u> physical activity demonstration that educates and promotes physical activity.</li> </ul>	_____ wk1 wk2 wk3 wk4 wk5	_____ wk1 wk2 wk3 wk4 wk5	_____ wk1 wk2 wk3 wk4 wk5
<b>Administrative Tasks related to the Network</b> <ul style="list-style-type: none"> <li>• Spend time completing documentation for the <i>Network</i> contract (progress reports, time logs).</li> </ul>	_____ wk1 wk2 wk3 wk4 wk5	_____ wk1 wk2 wk3 wk4 wk5	_____ wk1 wk2 wk3 wk4 wk5
<b>Paid Time Off (List (v) for vacation, (s) for sick leave, (h) for holiday time, or (o) for other paid time off, next to the hours)</b>	_____ wk1 wk2 wk3 wk4 wk5	_____ wk1 wk2 wk3 wk4 wk5	_____ wk1 wk2 wk3 wk4 wk5
<b>TOTAL MONTHLY HOURS</b>			

TOTAL QUARTERLY HOURS LOGGED \_\_\_\_\_ Employee Signature (required)\* \_\_\_\_\_ Date \_\_\_\_\_  
 Supervisor/Designee Signature (required)\* \_\_\_\_\_ Date \_\_\_\_\_

\* I certify that documented time is from Allowable Activities listed on this form.

1. Write the number of hours worked above the appropriate week number (e.g., wk1), within the appropriate Allowable Category.
2. Record all of your time in 15 minute increments, using decimals to record partial-hour increments (i.e., .25, .50, & .75)
3. At the end of each month, total each column in the "TOTAL MONTHLY HOURS" boxes at the bottom.
4. Add up the "TOTAL MONTHLY HOURS" and enter this amount into the space marked "TOTAL QUARTERLY HOURS LOGGED".

Sign and date the log by the due date and give it to your school's nutrition coordinator or cafeteria site manager.



**NETWORK FOR A HEALTHY CALIFORNIA FUNDED PROJECT:****SCNAC STATE SHARE DOCUMENTATION****STATE SHARE WEEKLY TIME LOG FY 2008 – 2009****Elementary & Middle School**

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Phone #/email: \_\_\_\_\_  
 School: \_\_\_\_\_ Grade(s): \_\_\_\_\_ District: \_\_\_\_\_

*Record your time in 15 minute increments, using decimals to record partial-hour increments (i.e., .25, .50, and .75.) Sign in ink and date the log on the last working day of this quarter and then give it to your program manager.*

Allowable Categories See page 2 for Allowable Activities	October				November				December				
	wk1	wk2	wk3	wk4	wk1	wk2	wk3	wk4	wk1	wk2	wk3	wk4	wk5
Nutrition education in a classroom setting: <input type="checkbox"/> Harvest of the Month <input type="checkbox"/> Bulletin boards and other visual education <input type="checkbox"/> Classroom snacks/food prep activities <input type="checkbox"/> Dairy Council materials <input type="checkbox"/> Other curriculum: _____ <input type="checkbox"/> Misc. Activities e.g. washing hands before eating, importance of breakfast, etc.	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
CA 5 a Day-Power Play! and FSNEP curricula:*													
<input type="checkbox"/> Reading Across MyPyramid <input type="checkbox"/> Food & Me <input type="checkbox"/> Five a Day-Power Play! <input type="checkbox"/> Nutrition to Grow On <input type="checkbox"/> Junior Master Gardener <input type="checkbox"/> Happy Healthy Me <input type="checkbox"/> Eat Fit <input type="checkbox"/> TWIGS <input type="checkbox"/> Other _____													
Nutrition education outside of a classroom setting (as part of a structured curriculum) e.g., field trips, in the garden, health office, lunch area, etc.	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
Adult nutrition education in a classroom, group or individual setting.	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
Nutrition education at special events, e.g. Back-to-School Night, walk to school days, etc...	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
Physical activity promotion (as a component of a broader nutrition education intervention) excluding exercise during regular class-based PE.	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
Nutrition education project evaluation, food preference surveys.	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
Nutrition promotion activities (nutrition displays, posters, newsletters, videos).	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
Staff training/professional development (nutrition education, physical activity promotion when linked to nutrition education), participation in NACs, etc.	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
Administrative tasks related to the Network contract (time logs, invoicing, documentation).	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
Other activities (Please list – see page 2).	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____

\*Note: CA 5 a Day-Power Play! and Food Stamp Nutrition Education Program curricula cannot be used for SCNAC state share.

\*I certify that the documented time is from Allowable Activities listed on page 2 of this form

Employee Signature (required)\* \_\_\_\_\_ Date \_\_\_\_\_

Supervisor/ Designee Signature (required)\* \_\_\_\_\_ Date \_\_\_\_\_

FOR OFFICE USE ONLY: Salary/Year \_\_\_\_\_ or Hourly Rate \_\_\_\_\_ Benefits % \_\_\_\_\_  
 Total Personnel Salary \_\_\_\_\_ Total Benefits \_\_\_\_\_ Total Hours Logged \_\_\_\_\_

## Allowable Activities

(All activities must be directed toward eligible low-income households in the community.)

### Nutrition Education in a Classroom Setting:

- Nutrition education classes using approved curriculum (e.g., Dairy Council, Team Nutrition, Dietary Guidelines for Americans, Harvest of the Month).
- Read books on nutrition or encourage creation of artwork or essays on topics of nutrition such as the importance of eating fruits and vegetables as part of a healthy diet.
- Conduct cooking classes and/or taste tests with healthy foods as part of a nutrition education lesson/activity.
- Teach nutrition via CD ROM/ Internet/computer programs.

### Nutrition Education outside a Classroom Setting (as a component of a structured curriculum):

- Participate in nutrition education field trips (do not include transportation time or costs) such as tours of farmer's markets linking nutrition education on fruits and vegetables in classroom with field trip visit.
- Garden based Nutrition education.
- In a food stamp or health office setting, promote healthy eating habits and the role that physical activity plays in good nutrition (can include a brief Food Stamp Program promotion message).
- Nutrition education in the cafeteria /lunch area, e.g. eating with students to role model healthy eating, i.e. Crunch Lunches.
- Promote eating 3 meals a day (i.e. did you eat breakfast today?)

### Adult Nutrition Education in Classroom, Group, or Individual Settings

- Adult nutrition education classes using approved curriculum e.g. Dairy Council materials, Dietary Guidelines for Americans, Harvest of the Month).
- Conduct cooking classes and/or taste tests with healthy foods as part of a nutrition education lesson/activity.
- Teach nutrition education via CD ROM/ Internet/computer programs.
- In a food stamp or health office setting, promote healthy eating habits and the role that physical activity plays in good nutrition (can include a brief Food Stamp Program promotion message).

### Nutrition Education at Special Events (Children/students & Adults)

- Nutrition education at special events (e.g., Back to School Night, Open House, health fairs, career fairs, VERB Action Day, school assemblies, farmers'/flea markets). Special events that occur outside previously qualified sites of an agency will require income targeting data.

### Physical Activity Promotion (as a component of a broader Nutrition Education intervention) (Children/students & Adults):

- Promote increased physical activity as a component of a nutrition education intervention.
- Give advice on where to access low- or no-cost physical activities.
- Present one-time physical activity demonstrations that educate about and promote physical activity.

### Nutrition Education Project Evaluation:

- Conduct program planning and evaluation as an essential part of developing/implementing effective nutrition education programs.
- Time spent conducting and/or supervising food preference surveys.

### Nutrition Promotion Activities:

- Disseminate/sponsor newsletters, videos, CDs, or web pages on good nutrition or physical activity integrated as part of nutrition education.
- Disseminate press releases, press kits, PSAs or other educational materials that promote good nutrition (may include the role that physical activity plays in achieving good nutritional health and a brief Food Stamp Program promotion message).
- Provide brochures or posters that focus on nutrition and may include a Food Stamp Program promotion message.
- Set up nutrition displays (e.g. USDA Dietary Guidelines or My Pyramid posters with pictures of fruits and vegetables with nutritional messages).
- Get media involved in events targeting food stamp eligibles that promote good nutrition.
- Provide nutrition information and or technical assistance to community leaders who work directly with the food stamp eligibles about nutrition-related issues.

### Staff Training/Professional Development:

- Develop/attend nutrition education events such as workshops, conferences, seminars, trainings, which may include the role physical activity plays in nutritional health, and provide clear and direct benefits to the food stamp audience being served and are within the activities of the SOW.

### Administrative Tasks Related to the Network Contract:

- Spend time completing documentation for the *Network* contract (e.g. progress reports, time logs).
- Perform fiscal/accounting duties (e.g., invoicing)
- Perform general clerical tasks in support of *Network* projects (e.g., travel claims, photocopying).

### Other Activities:

(Must be approved by SCNAC Program Manager\*)

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- \*Attention Program Manager: all activities must be in approved State Share Project Summary.



Contractor Name: CSUC RF / SCNAC Contract #: 07-65309

Project Coordinator: Cindy Wolff

**NETWORK FOR A HEALTHY CALIFORNIA FUNDED PROJECT: SCNAC STATE SHARE DOCUMENTATION****STATE SHARE WEEKLY TIME LOG FY 2008 – 2009****High School**

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Phone #/email: \_\_\_\_\_  
 School: \_\_\_\_\_ Grade(s): \_\_\_\_\_ District: \_\_\_\_\_

*Record your time in 15 minute increments, using decimals to record partial-hour increments (i.e., .25, .50, and .75.)  
 Sign in ink and date the log on the last working day of this quarter and then give it to your program manager.*

Allowable Categories <i>See page 2 for Allowable Activities</i>	October				November				December				
	wk1	wk2	wk3	wk4	wk1	wk2	wk3	wk4	wk1	wk2	wk3	wk4	wk5
Nutrition Education in a Classroom Setting	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
Nutrition Education outside a Classroom Setting, (as a component of a structured curriculum.)	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
Adult Nutrition Education in Classroom, Group, or Individual Settings	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
Nutrition Education at Special Events (Children, students & adults)	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
Physical Activity Promotion (as a component of a broader Nutrition Education intervention)	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
Nutrition Promotion Activities	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
Staff Training/Professional Dev. (Nutrition Education /Physical Activity Promotion only when linked to Nutrition Education)	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
Nutrition Education Project Evaluation	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
Administrative Tasks Related to the Network Contract	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
Other activities (Please list—see page 2 for additional space)	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____

**\*I certify that the documented time is from Allowable Activities listed on page 2 of this form**

**Employee Signature (required)\*** \_\_\_\_\_ **Date** \_\_\_\_\_

**Supervisor/ Designee Signature (required)\*** \_\_\_\_\_ **Date** \_\_\_\_\_

**FOR OFFICE USE ONLY:** Salary/Year \_\_\_\_\_ or Hourly Rate \_\_\_\_\_ Benefits % \_\_\_\_\_

Total Personnel Salary \_\_\_\_\_ Total Benefits \_\_\_\_\_ Total Hours Logged \_\_\_\_\_

## **Allowable Activities**

**(All activities must be directed toward eligible low-income households in the community.)**

### **Nutrition Education in a Classroom Setting:**

- Nutrition education classes using approved curriculum (e.g., Dairy Council, Team Nutrition, Dietary Guidelines for Americans, Harvest of the Month).
- Read books on nutrition or encourage creation of artwork or essays on topics of nutrition such as the importance of eating fruits and vegetables as part of a healthy diet.
- Conduct cooking class and/or taste tests with healthy foods as a part of a nutrition education lesson/activity.
- Teach nutrition via CD ROM/ Internet/computer programs.

### **Nutrition Education Outside the Classroom Setting (as a component of a structured curriculum):**

- Participate in nutrition education field trips (do not include transportation time or costs) such as tours of farmer's markets linking nutrition education on fruits and vegetables in classroom with field trip visit
- Garden based nutrition education
- In a food stamp or health office setting, promote healthy eating habits and the role that physical activity plays in good nutrition (can include a brief Food Stamp Program promotion message).

### **Adult Nutrition Education in Classroom, Group, or Individual Settings:**

- Adult nutrition education classes using approved curriculum e.g. Dairy Council materials, Dietary Guidelines for Americans, Harvest of the Month).
- Conduct cooking classes and/or taste tests with healthy foods as part of a nutrition education lesson/activity.
- Teach nutrition education via CD ROM/Internet/computer programs.
- In a food stamp or health office setting, promote healthy eating habits and the role that physical activity plays in good nutrition (can include a brief Food Stamp Program promotion message).

### **Nutrition Education at Special Events (Children/students & adults):**

- Nutrition education at special events (e.g., Back to School Night, Open House, health fairs, career fairs, VERB Action Day, schools assemblies, farmers'/flea markets). Special events that occur outside previously qualified sites of an agency will require income targeting data.

### **Physical Activity Promotion (as a component of a broader Nutrition Education intervention) (Children/students & Adults):**

- Promote increased physical activity as a component of a nutrition education intervention.
- Give advice on where to access low- or no-cost physical activities.
- Present one-time physical activity demonstration that educates about and promotes physical activity.
- Providing ideas on including activities during the day (i.e. talking the stairs instead of the elevator, walk or bike to school, etc.)

### **Nutrition Promotion Activities:**

- Disseminate/sponsor newsletters, videos, CDs, or web pages on good nutrition or physical activity integrated as part of nutrition education.
- Disseminate press releases, press kits, PSAs or other educational materials that promote good nutrition (may include the role that physical activity plays in achieving good nutritional health and a brief Food Stamp Program promotion message).
- Provide brochures or posters that focus on nutrition and may include a Food Stamp Program promotion message.
- Set up nutrition displays (e.g. USDA Dietary Guidelines or My Pyramid posters with pictures of fruits and vegetables with nutritional messages).
- Get media involved in events targeting food stamp eligibles that promote good nutrition.
- Provide nutrition information or technical assistance to community leaders who work directly with the food stamp eligibles about nutrition-related issues.

### **Staff Training/Professional Development:**

- Develop/attend nutrition education events such as workshops, conferences, seminars, trainings, which may include the role physical activity plays in nutritional health, and provide clear and direct benefits to the food stamp audience being served and are within the activities of the SOW.

### **Nutrition Education Project Evaluation:**

- Conduct program planning and evaluation as an essential part of developing/implementing effective nutrition education programs.

### **Administrative Tasks:**

- Spend time completing documentation for the *Network* (e.g., progress reports, time logs).
- Perform fiscal/accounting duties (e.g., invoicing)
- Perform general clerical tasks in support of *Network* projects (e.g., travel claims, photocopying)

### **Other Activities:**

(Must be approved by SCNAC Program Manager\*)

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**\*Attention Program Manager: all activities must be in approved State Share Project Summary.**



**ALL LOGS ARE DUE June 14<sup>th</sup>**  
**3<sup>rd</sup> Qtr OUSD NUTRITION NETWORK LOCAL SHARE WEEKLY TIME LOG**  
**Teachers, School Nurses & Health Clerks (2006-2007)**

Name: _____	Grade: _____	Track (Circle) S   T
Phone # _____	Location: _____	

April Number of hours for the week of...	May Number of hours for the week of...	June Number of hours for the week of ...
_____ Apr 9-13   16-20   23-27   30	_____ May 1-4   7-11   14-18   21-25   29-31	_____ June 1   4-8   11-13

<b>Total Logged Hours for 3<sup>rd</sup> Quarter _____</b>
<p><b>* I certify that documented time is from Allowable Activities listed on this page.</b></p> <p><b>Signature (required)* _____ Date _____</b></p>

*Examples of Allowable Activities to log above:*

**Children/Student Nutrition Education in a Classroom Setting:**

- Conduct cooking classes and/or taste tests with healthy foods as part of a nutrition education lesson/activity.
- Teaching lessons in the area of Nutrition, Food Safety, Health Benefits of Physical Activity.
- Teach nutrition via CD ROM/Internet/Computer programs. Harvest of the Season/Month activities.
- Bulletin boards/door murals that support good nutrition and increase physical activity.
- *Steps to Healthy Living* nutrition education participation-Spring.
- Discussing breakfast and lunch menu choices in relation to the components of a healthy nutritious meal.

**Children/Student Nutrition Education outside a Classroom Setting (as a component of a structured curriculum:**

- Taking nutrition education field trips (do not include travel time or costs) and/or having guest speakers in the areas of nutrition education and physical activity promotion.
- Garden based nutrition education.

**Adult Nutrition Education in Classroom, Group or Individual Settings:**

- Talking with parents or passing out information about nutrition/physical activity promotion. (i.e. Back to School Night or during a conference)
- Connecting students and their families with community resources that promote healthy eating and physical activity.

**Nutrition Education at Special Events:**

- Nutrition Education at special events- Health Fairs, Open House, Back to School Night, carnivals and other school activities.

**Physical Activity Promotion (as a component of a broader Nutrition Education intervention):**

- Present a one-time physical activity demonstration that educates and promotes physical activity as a component of a broader nutrition education intervention.
- Promote increased physical activity as a component of a nutrition education intervention.

**Staff Training/Professional Development:**

- Nutrition Education Training- attending workshops, seminars and other training events that support nutrition education and physical activity promotion.

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_



# OCDE Network for a Healthy California Coalition

District: \_\_\_\_\_

## STATE SHARE WEEKLY TIME LOG (2008-2009)



Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Phone # \_\_\_\_\_ Location: \_\_\_\_\_

October Number of hours rounded up to 0.25					November Number of hours rounded up to 0.25				December Number of hours rounded up to 0.25				
Oct 1-3	6-10	13-17	20-24	27-31	Nov 3-7	10-14	17-21	24-28	Dec 1-5	8-12	15-19	22-26	29-31

Total Logged Hours for 1<sup>st</sup> Quarter \_\_\_\_\_

\* I certify that documented time is from Allowable Activities listed on this page.

Signature (required)\* \_\_\_\_\_ Date \_\_\_\_\_

**Please check off all the activities that you completed during this quarter**

*Examples of Allowable Activities to log above:*

### Children/Student Nutrition Education in a Classroom Setting:

- ☐ Conduct cooking classes and/or taste tests with healthy foods as part of a nutrition education lesson/activity.
- ☐ Teaching lessons in the area of Nutrition, Food Safety, Health Benefits of Physical Activity.
- ☐ Integration of nutrition education such as reading books on nutrition or encouraging creation of artwork/essays on the topic of nutrition. Time spent putting up bulletin boards/door murals that support good nutrition and increased physical activity.
- ☐ Teach nutrition via CD ROM/Internet/Computer programs.
- ☐ Harvest of the Month activities.
- ☐ *Steps to Healthy Living* nutrition education participation
- ☐ Discussing breakfast and lunch menu choices in relation to the components of a healthy nutritious meal.

### Children/Student Nutrition Education outside a Classroom Setting (as a component of a structured curriculum):

- ☐ Taking nutrition education field trips (do not include travel time or costs) and/or having guest speakers in the areas of nutrition education and physical activity promotion.
- ☐ Garden based nutrition education.

### Nutrition Promotion Activities:

- ☐ Disseminate information and promote nutrition education at meetings, conferences, and other events.
- ☐ Disseminate newsletters, videos, CD's or web pages on good nutrition or physical activity promotion
- ☐ Disseminate press releases, press kits, PSA's or other nutrition education and physical activity promotional materials linked with nutrition education, get media involved in nutrition events.
- ☐ Provide brochures or posters that focus on nutrition.
- ☐ Set up nutrition displays.

### Adult Nutrition Education in Classroom, Group or Individual Settings:

- ☐ Parent nutrition education classes/seminars/workshops.
- ☐ Talking with parents or passing out information about nutrition/physical activity promotion. (i.e. Back to School Night or during a conference)
- ☐ Connecting students and their families with community resources that promote healthy eating and physical activity.

### Nutrition Education at Special Events:

- ☐ Nutrition Education at special events- Health Fairs, Open House, Back to School Night, carnivals and other school activities.

### Physical Activity Promotion (as a component of a broader Nutrition Education intervention):

- ☐ Present a one-time physical activity demonstration that educates and promotes physical activity as a component of a broader nutrition education intervention.
- ☐ Promote healthy active lifestyles as a component of a nutrition education intervention.

### Staff Training/Professional Development:

- ☐ Nutrition Education Training- attending workshops, seminars and other training events that support nutrition education and physical activity promotion linked with nutrition education.

### Administrative Task Related to the Network:

- ☐ Time completing documentation for *Network* contracts
- ☐ Fiscal/accounting duties (e.g. invoicing)
- ☐ General clerical tasks in support of *Network* projects

### Nutrition Education Project Planning/Evaluation:

- ☐ Conduct program planning and evaluation as an essential part of developing/implementing effective nutrition education programs.

Supervisor/Designee Signature (required) \_\_\_\_\_ Date: \_\_\_\_\_



**County of San Bernardino Department of Public Health**  
**NUTRITION NETWORK WEEKLY TIME LOG**

Contract # \_\_\_\_\_

Please check one box only:

☐ State Share (Non-*Network* funds)

☐ Federal Share (*Network* sponsored activities) and other special projects (Regional Contracts)

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Phone # \_\_\_\_\_ Location: \_\_\_\_\_

School District (if applicable—Teachers, Assistants, Nurses): \_\_\_\_\_

Month: _____ Number of hours for the week	Month: _____ Number of hours for the week	Month: _____ Number of hours for the week
<div>Wk 1</div> <div>Wk 2</div> <div>Wk 3</div> <div>Wk 4</div> <div>Wk 5</div>	<div>Wk 1</div> <div>Wk 2</div> <div>Wk 3</div> <div>Wk 4</div> <div>Wk 5</div>	<div>Wk 1</div> <div>Wk 2</div> <div>Wk 3</div> <div>Wk 4</div> <div>Wk 5</div>

**Total Logged Hours for Quarter** \_\_\_\_\_

\* I certify that documented time is from Allowable Activities listed on this page.

Signature (required)\*: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor (required)\*: \_\_\_\_\_ Date: \_\_\_\_\_

*Examples of Allowable Activities to log above:*

**Children/Student Nutrition Education in a Classroom Setting:**

- Conduct cooking classes and/or taste tests with healthy foods as part of a nutrition education lesson/activity.
- Teaching lessons in the area of Nutrition, Food Safety, Health Benefits of Physical Activity.
- Teach nutrition via CD ROM/Internet/Computer programs. Harvest of the Season/Month activities.
- Reading books with a nutrition theme.
- Bulletin boards/door murals that support good nutrition and increase physical activity.
- *National Nutrition Month* (March) or other nutrition education promotion participation
- Discussing breakfast and lunch menu choices in relation to the components of a healthy nutritious meal.
- Discuss snack menu choices as part of a healthy, balanced food pattern.

**Children/Student Nutrition Education outside a Classroom Setting (as a component of a structured curriculum:**

- Taking nutrition education field trips (do not include travel time or costs) and/or having guest speakers in the areas of nutrition education and physical activity promotion.
- Garden based nutrition education.

**Adult Nutrition Education in Classroom, Group or Individual Settings:**

- Talking with parents or passing out information about nutrition/physical activity promotion. (i.e. Back to School Night or during a conference)
- Connecting students and their families with community resources that promote healthy eating and physical activity.

**Nutrition Education at Special Events:**

- Nutrition Education at special events- Health Fairs, Open House, Back to School Night, carnivals and other school activities.

**Physical Activity Promotion (as a component of a broader Nutrition Education intervention):**

- Present a one-time physical activity demonstration that educates and promotes physical activity as a component of a broader nutrition education intervention.
- Promote increased physical activity as a component of a nutrition education intervention.

**Staff Training/Professional Development:**

- Nutrition Education Training- attending workshops, seminars and other training events that support nutrition education and physical activity promotion.



**Network for a Healthy California—LAUSD**  
**2008-2009 WEEKLY INDIVIDUAL TIME LOG**  
**Reporting Period 2 - January 1 to March 20, 2009**  
 (Due to your Lead Teacher by the established due date)

Name:	Employee #:
Title:	Phone Number:
Grade:	Number of Students in Class:
School:	Location Code:

**This is a legal document, please complete all information legibly and in INK!**  
 Instructions: 1. Complete the top section. 2. Allowable Nutrition Education Activities: write the number of hours worked in the box for appropriate week (e.g. 1st), corresponding with the appropriate activity. 3. Record time in 15 minute increments, using decimals to record partial-hour increments (i.e. .25, .50, .75). (Note: time must be recorded on a weekly basis for all months in the quarter.) At the end of each period, total each column in the "TOTAL HOURS" boxes at the right. Add up the "TOTAL HOURS" and enter this amount into the space marked "TOTAL QUARTERLY HOURS LOGGED". 4. Sign and date the log and give it to your Lead Teacher for signature. Please do not write in the shaded areas. **THIS FORM MUST BE SIGNED AND DATED by you and the Lead Teacher/Alternate Lead Teacher.**

ALLOWABLE ACTIVITIES	JANUARY					FEBRUARY					MARCH					TOTAL ACTIVITY HOURS
	Week					Week					Week					
	1st	2nd	3rd	4th	5th	1st	2nd	3rd	4th	5th	1st	2nd	3rd	4th	5th	
<b>NUTRITION EDUCATION FOR STUDENTS</b>	1-2	5-9	12-16	19-23	26-30	2-6	9-13	16-20	23-27		2-6	9-13	16-20			
Nutrition education in the classroom, such as using fruits and vegetables in a lesson plan, or integrating nutrition education into daily routines and/or subject areas. (This also includes nutrition education with Physical Education.)																
Garden-based nutrition education.																
Nutrition education through classroom cooking.																
Nutrition education during meal or recess times.																
Nutrition education through school field trips (excluding transportation costs).																
Nutrition education through school cafeteria tours.																
Physical Activity promotion as a component of nutrition education.* (see reverse side)																
Preparing nutrition education materials for school publications, bulletin boards, kiosk, etc.																
Coordinating Harvest of the Month activities.																
Nutrition education in other school offices by nurses or administrators.																
<b>NUTRITION EDUCATION AT SPECIAL EVENTS</b>																
Coordinate and promote nutrition education or nutrition education with a physical activity component at school community events (e.g. Back to School, health fairs, Walk to School week, PTA, etc.).																
<b>NUTRITION EDUCATION FOR PARENTS</b>																
Educate parents about nutrition, physical activity promotion and food safety.																
<b>SCHOOL-WIDE NUTRITION PROMOTION/MARKETING/SCHOOL</b>																
Promote healthy eating, nutrition and physical activity, or food stamps to the school community.																
Promote healthy school environment.																
Use local media to promote nutrition education.																
<b>STAFF TRAINING &amp; PROFESSIONAL DEVELOPMENT</b>																
Train staff on nutrition education or <i>Network</i> activities during regular school hours.																
<b>Total Weekly Hours</b>																

Total Quarterly Hours Logged **T**

Date:	Participant's Signature:
<i>Your signature on this form verifies that you have accurately and completely filled out this Weekly Individual Time Log.</i>	
Date:	Lead Teacher's Signature:
<i>Your signature on this form verifies that you have reviewed this Weekly Individual Time Log and that it was completed correctly.</i>	



*Network for a Healthy California—  
LAUSD*

**EXAMPLES OF ALLOWABLE  
NUTRITION EDUCATION  
ACTIVITIES  
2008-2009**

**Nutrition Education for Students:**

- Nutrition education classes using approved resources (e.g., Dairy Council, PowerPlay, Team Nutrition, Dietary Guidelines for Americans, Harvest of the Month).
- Read books on nutrition or encourage creation of artwork or essays on topics of nutrition such as the importance of eating fruits and vegetables as part of a healthy diet.
- Teach nutrition education as a stand alone subject area or integrated with math, language art, science, social studies, PE or other subject areas.
- Teach nutrition via CD ROM/ Internet/computer programs.
- Garden-based nutrition education.
- Conduct cooking classes and/or taste tests with healthy foods as part of a nutrition education lesson/activity.
- Promote increased physical activity as a component of a nutrition education intervention.
  - ***\*Classroom teachers as well as PE Instructors teaching nutrition education must count this time as Nutrition Education in a Classroom Setting (Line 1), not as Physical Activity Promotion.***
  - Give advice on where to access low- or no-cost physical activities.
  - Present one-time physical activity demonstrations that educate about and promote physical activity.
- Participate in nutrition education field trips (do not include transportation time or costs) such as tours of farmer's markets linking nutrition education on fruits and vegetables in classroom with field trip visit.
- Cafeteria-based nutrition education activities/promotions which are part of a structured program that is connected to classroom instruction (i.e., Harvest of the Month).
- In a school health office setting, promote healthy eating habits and the role that physical activity plays

in good nutrition (can include a brief Food Stamp Program promotion message).

**Nutrition Education at Special Events:**

- Nutrition education at special events (e.g., Back to School Night, Open House, health fairs, career fairs, VERB Action Day, school assemblies, farmers'/flea markets).

**Nutrition Education for Parents:**

- Adult nutrition education classes using approved program (e.g. USDA, Dairy Council or PowerPlay materials, Dietary Guidelines for Americans, Harvest of the Month).
- Conduct cooking classes and/or taste tests with healthy foods as part of a nutrition education lesson/activity.
- Teach nutrition education via CD ROM/Internet/computer programs.
- In a school health office setting, promote healthy eating habits and the role that physical activity plays in good nutrition (can include a brief Food Stamp Program promotion message).

**School-Wide Nutrition Promotion/Marketing/School:**

- Disseminate/sponsor newsletters, videos, CDs, or web pages on good nutrition or physical activity integrated as part of nutrition education
- Disseminate press releases, press kits, PSAs or other educational materials that promote good nutrition (may include the role that physical activity plays in achieving good nutritional health and a brief Food Stamp Program promotion message).
- Provide brochures or posters that focus on nutrition and may include a Food Stamp Program promotion message.
- Set up nutrition displays (e.g. Harvest of the Month or MyPyramid posters with pictures of fruits and vegetables with nutritional messages).
- Get media involved in events targeting food stamp eligibles that promote good nutrition.
- Provide nutrition information and or technical assistance to community leaders who work directly with the food stamp eligibles about nutrition-related issues.

**Staff Training/Professional Development:**

- Train staff on nutrition education or *Network* activities.

**NETWORK FOR A HEALTHY CALIFORNIA FUNDED PROJECT: SCNAC FEDERAL SHARE DOCUMENTATION**  
**FEDERAL SHARE WEEKLY TIME LOG**      **FY 2008 – 2009**

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Phone #/email: \_\_\_\_\_  
 Partner: \_\_\_\_\_ Site: \_\_\_\_\_

*Record your time in 15 minute increments, using decimals to record partial-hour increments (i.e., .25, .50, and .75).  
 Sign in ink and date the log on the last working day of this quarter and then give it to your program manager.*

Allowable Categories <i>See page 2 for Allowable Activities</i>	October				November				December				
	wk1	wk2	wk3	wk4	wk1	wk2	wk3	wk4	wk1	wk2	wk3	wk4	wk5
Children/Student Nutrition Education in a Classroom Setting	—	—	—	—	—	—	—	—	—	—	—	—	—
Children/Student Nutrition Education outside a Classroom Setting (as a component of a structured curriculum)	—	—	—	—	—	—	—	—	—	—	—	—	—
Adult Nutrition Education in Classroom, Group or Individual Settings	—	—	—	—	—	—	—	—	—	—	—	—	—
Nutrition Education at Special Events (Children, students, & adults)	—	—	—	—	—	—	—	—	—	—	—	—	—
Physical Activity Promotion (as a component of a broader nutrition education intervention)	—	—	—	—	—	—	—	—	—	—	—	—	—
Nutrition Education Project Evaluation	—	—	—	—	—	—	—	—	—	—	—	—	—
Nutrition Promotion Activities	—	—	—	—	—	—	—	—	—	—	—	—	—
Staff Training/Professional Development (Nutrition Education/Physical Activity Promotion only when linked to Nutrition Education)	—	—	—	—	—	—	—	—	—	—	—	—	—
Administrative Tasks Related to the Network Contract	—	—	—	—	—	—	—	—	—	—	—	—	—
Other activities (Please list—see page 2 for additional space)	—	—	—	—	—	—	—	—	—	—	—	—	—
Paid Time Off (List (v) for vacation, (s) for sick leave, (h) for holiday time, or (o) for other paid time off, next to the hours)	—	—	—	—	—	—	—	—	—	—	—	—	—

I certify that the documented time is from Allowable Activities listed on page 2 of this form

Employee Signature (required)\* \_\_\_\_\_ Date \_\_\_\_\_

Supervisor/ Designee Signature (required)\* \_\_\_\_\_ Date \_\_\_\_\_

FOR OFFICE USE ONLY: Salary/Year \_\_\_\_\_ or Hourly Rate \_\_\_\_\_ Benefits % \_\_\_\_\_

Total Personnel Salary \_\_\_\_\_ Total Benefits \_\_\_\_\_ Total Hours Logged \_\_\_\_\_

## Allowable Activities

(All activities must be directed toward eligible low-income households in the community.)

### Children/Student Nutrition Education in a Classroom

#### Setting:

- Nutrition education classes using approved curriculum (e.g., Dairy Council, Team Nutrition, Dietary Guidelines for Americans, Harvest of the Month).
- Read books on nutrition or encourage creation of artwork or essays on topics of nutrition such as the importance of eating fruits and vegetables as part of a healthy diet.
- Conduct cooking class and/or taste tests with healthy foods as a part of a nutrition education lesson/activity.
- Teach nutrition via CD ROM/ Internet/computer programs.

### Children/Student Nutrition Education Outside the Classroom Setting (as a component of a structured curriculum):

- Participate in nutrition education field trips (do not include transportation time or costs) such as tours of farmer's markets linking nutrition education on fruits and vegetables in classroom with field trip visit
- Garden based nutrition education
- In a food stamp or health office setting, promote healthy eating habits and the role that physical activity plays in good nutrition (can include a brief Food Stamp Program promotion message).

### Adult Nutrition Education in Classroom, Group, or Individual Settings:

- Adult nutrition education classes using approved curriculum e.g. Dairy Council materials, Dietary Guidelines for Americans, Harvest of the Month).
- Conduct cooking classes and/or taste tests with healthy foods as part of a nutrition education lesson/activity.
- Teach nutrition education via CD ROM/Internet/computer programs.
- In a food stamp or health office setting, promote healthy eating habits and the role that physical activity plays in good nutrition (can include a brief Food Stamp Program promotion message).

### Nutrition Education at Special Events (Children/students & adults):

- Nutrition education at special events (e.g., Back to School Night, Open House, health fairs, career fairs, VERB Action Day, schools assemblies, farmers'/flea markets). Special events that occur outside previously qualified sites of an agency will require income targeting data.

### Physical Activity Promotion (as a component of a broader Nutrition Education intervention) (Children/students & Adults):

- Promote increased physical activity as a component of a nutrition education intervention.
- Give advice on where to access low- or no-cost physical activities.
- Present one-time physical activity demonstration that educates about and promotes physical activity.
- Providing ideas on including activities during the day (i.e. talking the stairs instead of the elevator, walk or bike to school, etc.)

### Nutrition Promotion Activities:

- Disseminate/sponsor newsletters, videos, CDs, or web pages on good nutrition or physical activity integrated as part of nutrition education.
- Disseminate press releases, press kits, PSAs or other educational materials that promote good nutrition (may include the role that physical activity plays in achieving good nutritional health and a brief Food Stamp Program promotion message).
- Provide brochures or posters that focus on nutrition and may include a Food Stamp Program promotion message.
- Set up nutrition displays (e.g. USDA Dietary Guidelines or My Pyramid posters with pictures of fruits and vegetables with nutritional messages).
- Get media involved in events targeting food stamp eligibles that promote good nutrition.
- Provide nutrition information or technical assistance to community leaders who work directly with the food stamp eligibles about nutrition-related issues.

### Nutrition Education Project Evaluation:

- Conduct program planning and evaluation as an essential part of developing/implementing effective nutrition education programs.

### Staff Training/Professional Development:

- Develop/attend nutrition education events such as workshops, conferences, seminars, trainings, which may include the role physical activity plays in nutritional health, and provide clear and direct benefits to the food stamp audience being served and are within the activities of the SOW.

### Administrative Tasks:

- Spend time completing documentation for the *Network* (e.g., progress reports, time logs).
- Perform fiscal/accounting duties (e.g., invoicing)
- Perform general clerical tasks in support of *Network* projects (e.g., travel claims, photocopying)

### Other Activities:

(Must be listed in approved Federal Share Scope of Work)

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### Paid Time Off

- Examples of paid time off include vacation, sick leave, holiday time, annual leave, and maternity leave.



**NETWORK FOR A HEALTHY CALIFORNIA FUNDED PROJECT: SCNAC STATE SHARE DOCUMENTATION****STATE SHARE WEEKLY TIME LOG FY 2008 – 2009****Community**

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Phone #/email: \_\_\_\_\_  
 Partner: \_\_\_\_\_ Site: \_\_\_\_\_

*Record your time in 15 minute increments, using decimals to record partial-hour increments (i.e., .25, .50, and .75).  
 Sign in ink and date the log on the last working day of this quarter and then give it to your program manager.*

Allowable Categories <i>See page 2 for Allowable Activities</i>	October				November				December				
	wk1	wk2	wk3	wk4	wk1	wk2	wk3	wk4	wk1	wk2	wk3	wk4	wk5
Children/Student Nutrition Education in a Classroom Setting	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
Children/Student Nutrition Education outside a Classroom Setting (as a component of a structured curriculum)	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
Adult Nutrition Education in Classroom, Group or Individual Settings	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
Nutrition Education at Special Events (Children, students & adults)	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
Physical Activity Promotion (as a component of a broader nutrition education intervention)	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
Nutrition Education Project Evaluation	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
Nutrition Promotion Activities	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
Staff Training/Professional Development (Nutrition Education/Physical Activity Promotion only when linked to Nutrition Education)	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
Administrative Tasks Related to the Network Contract	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
Other activities (Please list—see page 2 for additional space)	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____

I certify that the documented time is from Allowable Activities listed on page 2 of this form

Employee Signature (required)\* \_\_\_\_\_ Date \_\_\_\_\_

Supervisor/ Designee Signature (required)\* \_\_\_\_\_ Date \_\_\_\_\_

FOR OFFICE USE ONLY: Salary/Year \_\_\_\_\_ or Hourly Rate \_\_\_\_\_ Benefits % \_\_\_\_\_

Total Personnel Salary \_\_\_\_\_ Total Benefits \_\_\_\_\_ Total Hours Logged \_\_\_\_\_

## Allowable Activities

(All activities must be directed toward eligible low-income households in the community.)

### Children/Student Nutrition Education in a Classroom

#### Setting:

- Nutrition education classes using approved curriculum (e.g., Dairy Council, Team Nutrition, Dietary Guidelines for Americans, Harvest of the Month).
- Read books on nutrition or encourage creation of artwork or essays on topics of nutrition such as the importance of eating fruits and vegetables as part of a healthy diet.
- Conduct cooking class and/or taste tests with healthy foods as a part of a nutrition education lesson/activity.
- Teach nutrition via CD ROM/ Internet/computer programs.

### Children/Student Nutrition Education Outside the Classroom Setting (as a component of a structured curriculum):

- Participate in nutrition education field trips (do not include transportation time or costs) such as tours of farmer's markets linking nutrition education on fruits and vegetables in classroom with field trip visit
- Garden based nutrition education
- In a food stamp or health office setting, promote healthy eating habits and the role that physical activity plays in good nutrition (can include a brief Food Stamp Program promotion message).

### Adult Nutrition Education in Classroom, Group, or Individual Settings:

- Adult nutrition education classes using approved curriculum e.g. Dairy Council materials, Dietary Guidelines for Americans, Harvest of the Month).
- Conduct cooking classes and/or taste tests with healthy foods as part of a nutrition education lesson/activity.
- Teach nutrition education via CD ROM/Internet/computer programs.
- In a food stamp or health office setting, promote healthy eating habits and the role that physical activity plays in good nutrition (can include a brief Food Stamp Program promotion message).

### Nutrition Education at Special Events (Children/students & adults):

- Nutrition education at special events (e.g., Back to School Night, Open House, health fairs, career fairs, VERB Action Day, schools assemblies, farmers'/flea markets). Special events that occur outside previously qualified sites of an agency will require income targeting data.

### Physical Activity Promotion (as a component of a broader Nutrition Education intervention) (Children/students & Adults):

- Promote increased physical activity as a component of a nutrition education intervention.
- Give advice on where to access low- or no-cost physical activities.
- Present one-time physical activity demonstration that educates about and promotes physical activity.
- Providing ideas on including activities during the day (i.e. talking the stairs instead of the elevator, walk or bike to school, etc.)

### Nutrition Education Project Evaluation:

- Conduct program planning and evaluation as an essential part of developing/implementing effective nutrition education programs.

### Nutrition Promotion Activities:

- Disseminate/sponsor newsletters, videos, CDs, or web pages on good nutrition or physical activity integrated as part of nutrition education.
- Disseminate press releases, press kits, PSAs or other educational materials that promote good nutrition (may include the role that physical activity plays in achieving good nutritional health and a brief Food Stamp Program promotion message).
- Provide brochures or posters that focus on nutrition and may include a Food Stamp Program promotion message.
- Set up nutrition displays (e.g. USDA Dietary Guidelines or My Pyramid posters with pictures of fruits and vegetables with nutritional messages).
- Get media involved in events targeting food stamp eligibles that promote good nutrition.
- Provide nutrition information or technical assistance to community leaders who work directly with the food stamp eligibles about nutrition-related issues.

### Staff Training/Professional Development:

- Develop/attend nutrition education events such as workshops, conferences, seminars, trainings, which may include the role physical activity plays in nutritional health, and provide clear and direct benefits to the food stamp audience being served and are within the activities of the SOW.

### Administrative Tasks:

- Spend time completing documentation for the *Network* (e.g., progress reports, time logs).
- Perform fiscal/accounting duties (e.g., invoicing)
- Perform general clerical tasks in support of *Network* projects (e.g., travel claims, photocopying)

### Other Activities:

(Must be approved by SCNAC Program Manager\*)

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**\*Attention Program Manager: all activities must be in approved State Share Project Summary.**

**NETWORK FOR A HEALTHY CALIFORNIA FUNDED PROJECT:****SCNAC STATE SHARE DOCUMENTATION****STATE SHARE WEEKLY TIME LOG FY 2008 – 2009****Pre School & After School**

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Phone #/email: \_\_\_\_\_  
 School: \_\_\_\_\_ Grade(s): \_\_\_\_\_ District: \_\_\_\_\_

Record your time in 15 minute increments, using decimals to record partial-hour increments (i.e., .25, .50, and .75.) Sign in ink and date the log on the last working day of this quarter and then give it to your program manager.

Allowable Categories See page 2 for Allowable Activities	October				November				December				
	wk1	wk2	wk3	wk4	Wk1	wk2	wk3	wk4	wk1	wk2	wk3	wk4	wk5
Children/Student Nutrition Education in a Classroom Setting:													
<input type="checkbox"/> Harvest of the Month	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
<input type="checkbox"/> Bulletin boards and other visual education	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
<input type="checkbox"/> Classroom snacks/food prep activities	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
<input type="checkbox"/> Dairy Council materials	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
<input type="checkbox"/> Other curriculum: _____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
<input type="checkbox"/> Misc. Activities e.g. washing hands before eating, importance of breakfast, etc.	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
CA 5 a Day-Power Play! and FSNEP curricula:*													
<input type="checkbox"/> Reading Across MyPyramid <input type="checkbox"/> Food & Me													
<input type="checkbox"/> Five a Day-Power Play! <input type="checkbox"/> Nutrition to Grow On													
<input type="checkbox"/> Junior Master Gardener <input type="checkbox"/> Happy Healthy Me													
<input type="checkbox"/> Eat Fit <input type="checkbox"/> TWIGS <input type="checkbox"/> Other _____													
Children/Student Nutrition Education Outside a Classroom Setting (as a component of a structured curriculum).	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
Adult Nutrition Education in Classroom, Group, or Individual Settings	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
Nutrition Promotion Activities (newsletters, videos, CDs, nutrition displays)	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
Nutrition Education at Special Events (Children, students, & adults)	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
Physical Activity Promotion (as a component of a broader Nutrition Education intervention)	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
Staff Training/Professional Development (Nutrition Education, Physical Activity Promotion only when linked to Nutrition Education)	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
Nutrition Education Project Evaluation, Food Preference Surveys	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
Administrative Tasks Related to the Network Contract (documentation, time logs)	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
Other activities (Please list—see page 2 for additional space)	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____

\*Note: CA 5 a Day-Power Play! and Food Stamp Nutrition Education Program curricula cannot be used for SCNAC state share.

\*I certify that the documented time is from Allowable Activities listed on page 2 of this form

Employee Signature (required)\* \_\_\_\_\_ Date \_\_\_\_\_

Supervisor/ Designee Signature (required)\* \_\_\_\_\_ Date \_\_\_\_\_

FOR OFFICE USE ONLY: Salary/Year \_\_\_\_\_ or Hourly Rate \_\_\_\_\_ Benefits % \_\_\_\_\_ Total Personnel  
 Salary \_\_\_\_\_ Total Benefits \_\_\_\_\_ Total Hours Logged \_\_\_\_\_



## Allowable Activities

(All activities must be directed toward eligible low-income households in the community.)

### Children/Student Nutrition Education in a Classroom Setting (as a component of a structured curriculum):

- Planning, instruction, set-up/clean-up for lessons, taste testing and group cooking
- Reading of story books that increase the awareness of healthy eating.
- Writing about fruits/vegetables, art-coloring and display of fruit/vegetable artwork based upon a nutrition education lesson
- Encouraging hand washing before/after meals
- Discussing MyPyramid
- Suggesting new healthy foods, encourage healthier alternatives at snack/lunch time (i.e. fruits and vegetable consumption).
- Cooking and/or taste testing of healthy foods (i.e. fruits and vegetables).

### Children/Student Nutrition Education outside a Classroom Setting (as a component of a structured curriculum):

- Garden based Nutrition Education, i.e. promote healthy eating habits and physical activity, nutrition activities and games, discuss where our food comes from (farm to farmer's market).
- Participate in nutrition education field trips (do not include transportation time or costs) such as tours of farmer's markets linking nutrition education on fruits and vegetables curriculum with field trip visit.
- In a food stamp or health office setting, promote healthy eating habits and the role that physical activity plays in good nutrition (can include a brief Food Stamp Program promotion message).

### Adult Nutrition Education in Classroom, Group, or Individual Settings:

- Adult nutrition education classes using approved curriculum e.g. Dairy Council materials, Dietary Guidelines for Americans, Harvest of the Month).
- Conduct cooking classes and/or taste tests with healthy foods as part of a nutrition education lesson/activity.
- Teach nutrition education via CD ROM/Internet/computer programs.
- In a food stamp or health office setting, promote healthy eating habits and the role that physical activity plays in good nutrition (can include a brief Food Stamp Program promotion message).

### Nutrition Promotion Activities:

- Disseminate/sponsor newsletters, videos, CDs, or web pages on good nutrition or physical activity integrated as part of nutrition education.
- Disseminate press releases, press kits, PSAs or other educational materials that promote good nutrition (may include the role that physical activity plays in achieving good nutritional health and a brief Food Stamp Program promotion message).
- Provide brochures or posters that focus on nutrition and may include a Food Stamp Program promotion message.
- Set up nutrition displays (e.g. USDA Dietary Guidelines or My Pyramid posters with pictures of fruits and vegetables with nutritional messages).
- Get media involved in events targeting food stamp eligibles that promote good nutrition.
- Provide nutrition information or technical assistance to community leaders who work directly with the food stamp eligibles about nutrition-related issues.

### Nutrition Education at Special Events (Children/students & Adults):

- Nutrition education at special events (e.g., Back to School Night, Open House, health fairs, career fairs, VERB Action Day, schools assemblies, farmers'/flea markets). Special events that occur outside previously qualified sites of an agency will require income targeting data.
- School assemblies that promote nutrition

### Physical Activity Promotion (as a component of a broader Nutrition Education intervention) (Children/students & Adults):

- Promote increased physical activity as a component of a nutrition education intervention.
- Give advice on where to access low- or no-cost physical activities.
- Present one-time physical activity demonstration that educates about and promotes physical activity.
- Encouragement of walking, running
- Providing ideas on including activities during the day (i.e. talking the stairs instead of the elevator, walk or bike to school, etc.)

### Staff Training/Professional Development:

- Develop/attend nutrition education events such as workshops, conferences, seminars, trainings, which may include the role physical activity plays in nutritional health, and provide clear and direct benefits to the food stamp audience being served and are within the activities of the SOW.

### Nutrition Education Project Evaluation:

- Conduct program planning and evaluation as an essential part of developing/implementing effective nutrition education programs.
- Time spent conducting and/or supervising food preference surveys.

### Administrative Tasks Related to the Network Contract:

- Spend time completing documentation for the Network (e.g., progress reports, time logs).
- Perform fiscal/accounting duties (e.g., invoicing)
- Perform general clerical tasks in support of Network projects (e.g., travel claims, photocopying)

### Other Activities:

(Must be approved by SCNAC Program Manager\*)

- \*Attention Program Manager: all activities must be in approved State Share Project Summary.

*Lawndale Elementary School District*  
**STATE SHARE WEEKLY TIME LOG (2008-2009)**



**Name:** \_\_\_\_\_ **Grade/Position:** \_\_\_\_\_

**Phone #** \_\_\_\_\_ **Location:** \_\_\_\_\_

**PLEASE TURN IN TO YOUR SCHOOL LIAISON BY:** \_\_\_\_\_

Nutrition education in a Classroom Setting	OCTOBER Number of hours for the week of	NOVEMBER Number of hours for the week of	DECEMBER Number of hours for the week of
	_____ 1-3 6-10 13-17 20-24 27-31	_____ 3-7 10-14 17-21 24-28	_____ 1-5 8-12 15-19 22-26 29-31
Nutrition Promotion/Marketing/Policy	OCTOBER Number of hours for the week of	NOVEMBER Number of hours for the week of	DECEMBER Number of hours for the week of
	_____ 1-3 6-10 13-17 20-24 27-31	_____ 3-7 10-14 17-21 24-28	_____ 1-5 8-12 15-19 22-26 29-31
Staff Training/Professional Development (Nutrition Education/Physical Activity Promotion Related)	OCTOBER Number of hours for the week of	NOVEMBER Number of hours for the week of	DECEMBER Number of hours for the week of
	_____ 1-3 6-10 13-17 20-24 27-31	_____ 3-7 10-14 17-21 24-28	_____ 1-5 8-12 15-19 22-26 29-31
Administrative Tasks	OCTOBER Number of hours for the week of	NOVEMBER Number of hours for the week of	DECEMBER Number of hours for the week of
	_____ 1-3 6-10 13-17 20-24 27-31	_____ 3-7 10-14 17-21 24-28	_____ 1-5 8-12 15-19 22-26 29-31
Paid Time Off Paid Time Off (List (v) for vacation, (s) for sick leave, (h) for holiday time, or (o) for other paid time off, next to the hours)	OCTOBER Number of hours for the week of	NOVEMBER Number of hours for the week of	DECEMBER Number of hours for the week of
	_____ 1-3 6-10 13-17 20-24 27-31	_____ 3-7 10-14 17-21 24-28	_____ 1-5 8-12 15-19 22-26 29-31

**Total Logged Hours for 1<sup>st</sup> Quarter** \_\_\_\_\_

**\* I certify that documented time is from Allowable Activities listed on this page.**

**Signature (required)\*** \_\_\_\_\_ **Date** \_\_\_\_\_

**Supervisor/Designee Signature (required)\*** \_\_\_\_\_ **Date** \_\_\_\_\_

**Examples of Allowable Activities to log above:**

**Children/Student Nutrition Education in a Classroom Setting:**

- Conduct taste tests and/or cooking classes with healthy foods as part of a nutrition education lesson/activity.
- Teaching lessons in the area of Nutrition, Food Safety, Health Benefits of Physical Activity.
- Integration of nutrition education such as reading books on nutrition or encouraging creation of artwork/essays on the topic of nutrition. Time spent putting up bulletin boards/door murals that support good nutrition and increased physical activity.
- Teach nutrition via CD ROM/Internet/Computer programs.
- Harvest of the Month activities.
- Use resources to educate about nutrition (e.g. Dairy Council, Dietary Guidelines, MyPyramid, Harvest of the Month)
- Discussing breakfast and lunch menu choices in relation to the components of a healthy nutritious meal.
- Participate in field trips and/or hear guest speakers regarding nutrition and physical activity promotion.

**Staff Training/Professional Development:**

Nutrition Education Training- attending workshops, seminars and other training events that support nutrition education and physical activity promotion linked with nutrition education.

**Administrative Task Related to the Network:**

- Time completing documentation for *Network* contracts
  - Fiscal/accounting duties (e.g. invoicing)
- General clerical tasks in support of *Network* projects

**Nutrition Promotion Activities:**

- Disseminate newsletters, videos, CD's or web pages on good nutrition or physical activity promotion
  - Disseminate press releases, press kits, PSA's or other nutrition education and physical activity promotional materials linked with nutrition education, get media involved in nutrition events.
  - Provide brochures or posters that focus on nutrition.
- Set up nutrition displays.



Teacher/Staff Name:

Month/Year:

School Site:

Please check off the activities that you completed during this month.

Record time in 15 minute increments, using decimals to record partial-hour increments (i.e., .25, .50, and .75.)

Date	Time must be in decimal form	# Reached	Student Nutrition Education in a Classroom Setting:	House, health fairs, career fairs, school assemblies).
Week 1:			<input type="checkbox"/> Nutrition education classes: use of and/or planning for approved curriculum (e.g., Dairy Council, Team Nutrition, Dietary Guidelines for Americans, Harvest of the Month, Healthy Kids Resource Center, MyPyramid).	<b>Physical Activity (PA) Promotion as a Component of a Broader Nutrition Education (Nut. Ed.) Intervention:</b>
Mon			<input type="checkbox"/> Reading of books that increases the awareness of good nutrition or encourages creation of artwork or essays on topics of nutrition such as the importance of eating fruits and vegetables as part of a healthy diet.	<input type="checkbox"/> Promote PA as a component of a Nut. Ed. intervention.
Tues			<input type="checkbox"/> Conduct cooking classes and/or taste tests with healthy foods as part of a nutrition education lesson/activity.	<input type="checkbox"/> Present one-time PA demonstrations that educate about and promote PA.
Wed			<input type="checkbox"/> Discussing breakfast and lunch menu choices in relation to the components of a healthy nutritious meal	<b>Nutrition Ed Project Evaluation:</b>
Thurs			<input type="checkbox"/> Teaching nutrition education as a stand alone subject area or integrated with math, language art, science, social studies or other subject areas.	<input type="checkbox"/> Conduct program planning and evals as an essential part of developing/implementing effective Nut. Ed. Programs.
Fri				<b>Nutrition Promotion Activities:</b>
Total time for week 1:				<input type="checkbox"/> Disseminate/sponsor Newsletters, videos, CDs or web pages on good nutrition or PA integrated as part of Nut Ed.
Week 2:				<input type="checkbox"/> Disseminate press releases, press kits, PSAs or other educational materials that promote good nutrition.
Mon				<input type="checkbox"/> Provide brochures or posters that focus on nutrition and may include a Food Stamp Program promotion message.
Tues				<input type="checkbox"/> Time to set up nutrition displays (e.g., MyPyramid posters, USDA Dietary Guidelines) with nutritional messages.
Wed				<input type="checkbox"/> Time spent involving media in events targeting food stamp eligibles that promote good nutrition.
Thurs				<input type="checkbox"/> Provide nutrition information and/or technical assistance to community leaders who work directly with the food stamp eligibles about nutrition-related issues.
Fri				<b>Staff Training/Professional Development:</b>
Total time for week 2:				<input type="checkbox"/> Develop/attend Nut. Ed. events such as workshops, seminars, conferences, trainings, which may include the role PA plays in health, & provide clear & direct benefits to the food stamp audience being served & are within the activities of SOW.
Week 3:			<b>Student Nutrition Education Outside a Classroom Setting (as a component of a structured curriculum):</b>	<b>Administrative Tasks:</b>
Mon			<input type="checkbox"/> Participate in nutrition education field trips (do not include transportation time or costs) such as tours of farmers markets, packing houses, dairies, linking nutrition education on fruits and vegetables in classroom with field trip visit.	<input type="checkbox"/> Time spent completing documentation, fiscal/accounting duties, general clerical tasks in support of Network Projects.
Tues			<input type="checkbox"/> Garden based nutrition education.	Perform fiscal/accounting duties (e.g., invoicing).
Wed			<input type="checkbox"/> In a food stamp or health aide office setting, promote healthy eating habits, (e.g., benefits of eating breakfast), and/or the role that PA plays in good nutrition (can include a brief Food Stamp Program promotion message).	Perform general clerical tasks in support of Network projects (e.g., travel claims, photocopying).
Thurs			<input type="checkbox"/> Cafeteria-based nutrition education activities/promotions which are part of a structured program that is connected to the classroom instruction (i.e., Harvest of the Month).	<b>Other Activities: (Must be listed in approved Scope of Work [SOW] and/or Project Summary): List on Back of page.</b>
Fri				<b>Paid Time Off</b>
Total time for week 3:				<input type="checkbox"/> Examples of paid time off include: vacation, sick leave, holiday time, annual leave, and maternity leave.
Week 4:			<b>Adult Nutrition Education in Classroom, Group or Individual Settings:</b>	
Mon			<input type="checkbox"/> Parent nutrition education classes/seminars/workshops	
Tues			<input type="checkbox"/> Talking with parents or passing out information about nutrition/physical activity promotion. (i.e. Back to School Night)	
Wed			<input type="checkbox"/> Connecting students and their families with community resources that promote healthy eating and physical activity	
Thurs			<b>Nutrition Education at Special Events/Community Events:</b>	
Fri			<input type="checkbox"/> Nut. Ed. at Special Events (e.g., Back to School Night, Open	
Total time for week 4:				
Week 5:				
Mon				
Tues				
Wed				
Thurs				
Fri				
Total time for week 5:				

I certify that the lessons/activities reported were conducted according to the guidelines associated with the Allowable Nutrition Education Activities and listed on this form.

Teacher/Staff Signature:

Date:

Supervisor/Designee Signature:

Date:

Total Time Logged:

This material was funded by USDA's Food Stamp Program through the California Department of Public Health's *Network for a Healthy California*. These institutions are equal opportunity providers and employers. The Food Stamp Program provides nutrition assistance to people with low income. It can help buy nutritious foods for a better diet. For more information about the Food Stamp Program in Kern County, please call (661) 631-6000

☐ State Share (Non-Network funds)**Network for a Healthy California**☒ **Federal Share** (Network sponsored activities)**Weekly Time Log 2008-09****FEDERAL SHARE  
NETWORK PAID**

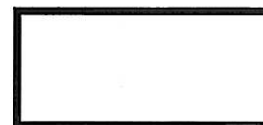
Use this form for **time paid from Network funds** (eg. Back to School Night; extra hours from HOTM outside regular work hours; paid Network trainings, or meetings, etc. **Must accompany payroll time sheet.**

**Name:** \_\_\_\_\_ **Grade:** \_\_\_\_\_  
                     Print:                      First                      Last

**Job Title:** \_\_\_\_\_ **School/Location:** \_\_\_\_\_

**Month:** \_\_\_\_\_

**PLEASE RETURN YOUR TIME LOG AT THE END OF EVERY MONTH TO: SITE LEAD TEACHER OR NUTRITION SERVICES (IF NO SLT)**



**Week 1      Week 2      Week 3      Week 4      Week 5      Monthly Total**

*Indicate the number of hours per week. Total your monthly hours-Record time in 15 minute increments (in decimal format (.25, .5, .75 for partial hours))*

I certify that documented time is from Allowable Activities listed on this page

**Signature (Required):** \_\_\_\_\_ **Date:** \_\_\_\_\_

Supervisor/Designee Signature: \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

## Allowable Activities

### Nutrition Education in a Classroom/Group Setting (Children/adults):

- Nutrition education classes using approved resources (e.g., Dairy Council, Team Nutrition, Dietary Guidelines for Americans, Harvest of the Month).
- Read books on nutrition or encourage artwork or essays on topics of nutrition, e.g. the importance of fruits and vegetables
- Conduct cooking classes and/or taste tests with healthy foods as part of a nutrition education lesson/activity (e.g. Kids Cooking Week)
- Teach nutrition via CD ROM/ Internet/computer programs.
- Teaching nutrition education as a stand alone subject area or integrated with core subjects

### Children/Student Nutrition Education outside a Classroom Setting (as a component of a structured curriculum):

- Participate in nutrition education field trips (do not include transportation time or costs) eg. tours of farmer's markets linking nutrition education on fruits and vegetables in classroom with field trip visit.
- Garden based nutrition education
- Cafeteria-based nutrition education activities/promotions which are part of a structured program that is connected to classroom instruction (i.e., Harvest of the Month, Welcome Back).

### Nutrition Education at Special Events (students & adults)

- Nutrition education at special events (e.g., Open House, health fairs, school assemblies, Library Nutrition Events).
- **Physical Activity Promotion** (as a component of a broader Nutrition Education intervention) (children/students/adults)
- Promote increased physical activity as a component of a nutrition education intervention.

- Give advice on where to access low- or no-cost physical activities.
- Present one-time physical activity demonstrations that educate about and promote physical activity.

### Nutrition Education Project Evaluation:

- Conduct program planning and evaluation as an essential part of developing/implementing effective nutrition education programs

### Nutrition Promotion Activities:

- Disseminate/sponsor newsletters, videos, CDs, or web pages on good nutrition or physical activity integrated as part of nutrition education
- Provide brochures or posters that focus on nutrition and may include a Food Stamp Program promotion message.
- Set up nutrition displays (e.g. Harvest of the Month or My Pyramid posters with pictures of fruits and vegetables with nutritional messages).

### Staff Training/Professional Development:

- Develop/attend nutrition education events such as workshops, conferences, seminars, trainings, which may include the role of physical activity plays in health, and provide clear and direct benefits to the food stamp audience being served and are within the activities of the SOW.

### Administrative Tasks Related to the Network Contract:

- Spend time completing documentation for the Network contract (e.g. progress reports, monthly time logs).
- Perform general clerical tasks in support of Network projects (e.g., travel claims, photocopying)

### Other Activities

(Must be listed in approved Scope of Work Project Summary)



☐ Federal Share (Network sponsored activities)

*Network for a Healthy California*  
Weekly Time Log 2008-09

<b>Name:</b> _____				<b>Grade:</b> _____	
Print:	First	Last			
<b>Job Title:</b> _____			<b>School/Location:</b> _____		
<b>Month:</b> _____					
PLEASE RETURN YOUR TIME LOG AT THE END OF EVERY MONTH TO: SITE LEAD TEACHER OR NUTRITION SERVICES (IF NO SLT)					
					<div style="border: 2px solid black; width: 150px; height: 100px; margin: 0 auto;"></div>
_____ <b>Week 1</b>	_____ <b>Week 2</b>	_____ <b>Week 3</b>	_____ <b>Week 4</b>	_____ <b>Week 5</b>	<b>Monthly Total</b>
<i>Indicate the number of hours per week. Total your monthly hours-Record time in 15 minute increments (in decimal format (.25, .5, .75 for partial hours))</i>					
I certify that documented time is from Allowable Activities listed on this page					
<b>Signature (Required):</b> _____				<b>Date:</b> _____	
Supervisor/Designee Signature: _____				Date ____/____/____	

## Allowable Activities

**Nutrition Education in a Classroom/Group Setting (Children/adults):**

- Nutrition education classes using approved resources (e.g., Dairy Council, Team Nutrition, Dietary Guidelines for Americans, Harvest of the Month).
- Read books on nutrition or encourage artwork or essays on topics of nutrition, e.g. the importance of fruits and vegetables
- Conduct cooking classes and/or taste tests with healthy foods as part of a nutrition education lesson/activity (e.g. Kids Cooking Week)
- Teach nutrition via CD ROM/ Internet/computer programs.
- Teaching nutrition education as a stand alone subject area or integrated with core subjects

**Children/Student Nutrition Education outside a Classroom Setting**  
**(as a component of a structured curriculum):**

- Participate in nutrition education field trips (do not include transportation time or costs), such as tours of farmer's markets linking nutrition education on fruits and vegetables in classroom with field trip visit.
- Garden based nutrition education
- Cafeteria-based nutrition education activities/promotions which are part of a structured program that is connected to classroom instruction (i.e., Harvest of the Month, Welcome Back).

### Nutrition Education at Special Events (students & adults)

- Nutrition education at special events (e.g., Open House, health fairs, school assemblies, Library Nutrition Events).
- **Physical Activity Promotion** (as a component of a broader Nutrition Education intervention) (children/students/adults)
- Promote increased physical activity as a component of a nutrition education intervention.

- Give advice on where to access low- or no-cost physical activities.
- Present one-time physical activity demonstrations that educate about and promote physical activity.

### Nutrition Education Project Evaluation:

- Conduct program planning and evaluation as an essential part of developing/implementing effective nutrition education programs

**Nutrition Promotion Activities:**

- Disseminate/sponsor newsletters, videos, CDs, or web pages on good nutrition or physical activity integrated as part of nutrition education
- Provide brochures or posters that focus on nutrition and may include a Food Stamp Program promotion message.
- Set up nutrition displays (e.g. Harvest of the Month or My Pyramid posters with pictures of fruits and vegetables with nutritional messages).

**Staff Training/Professional Development:**

- Develop/attend nutrition education events such as workshops, conferences, seminars, trainings, which may include the role of physical activity plays in health, and provide clear and direct benefits to the food stamp audience being served and are within the activities of the SOW.

**Administrative Tasks Related to the *Network Contract*:**

- Spend time completing documentation for the *Network* contract (e.g. progress reports, monthly time logs).
- Perform general clerical tasks in support of *Network* projects (e.g., travel claims, photocopying)

### Other Activities

(Must be listed in approved Scope of Work Project Summary)



# Network for a Healthy California – LACOE Coalition

District: \_\_\_\_\_

## FEDERAL SHARE WEEKLY TIME LOG (2008-2009)



Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone #: \_\_\_\_\_

Location: \_\_\_\_\_

OCTOBER	NOVEMBER	DECEMBER
Number of hours for the week of...	Number of hours for the week of...	Number of hours for the week of ...
Oct 1-3   6-10   13-17   20-24   27-31	Nov 3-7   10-14   17-21   24-26	Dec 1-5   8-12   15-19   22-26   29-31

Total Logged Hours for 1<sup>st</sup> Quarter \_\_\_\_\_

\* I certify that documented time is from Allowable Activities listed on this page.

Signature (required)\* \_\_\_\_\_ Date \_\_\_\_\_

*Please check off all the activities that you completed during this quarter:*

### Nutrition Education in a Classroom Setting:

- ☐ Incorporating nutrition lesson plans across the curriculum
- ☐ Conduct cooking classes and/or taste tests with healthy foods as part of a nutrition education lesson/activity.
- ☐ Teaching lessons in the area of Nutrition, Food Safety, Health Benefits of Physical Activity.
- ☐ Integration of nutrition education such as reading books on nutrition or encouraging creation of artwork/essays on the topic of nutrition. Time spent putting up bulletin boards/door murals that support good nutrition and increased physical activity.
- ☐ Teach nutrition via CD ROM/Internet/Computer programs.
- ☐ Harvest of the Month activities.
- ☐ Discussing breakfast and lunch menu choices in relation to the components of a healthy nutritious meal.

### Children/Student Nutrition Education outside a Classroom Setting (as a component of a structured curriculum):

- ☐ Taking nutrition education field trips (does not include travel time or costs) and/or having guest speakers in the areas of nutrition education and physical activity promotion.
- ☐ Garden based nutrition education.

### Nutrition Promotion Activities:

- ☐ Disseminate newsletters, videos, CD's or web pages on good nutrition or physical activity promotion
- ☐ Disseminate press releases, press kits, PSA's or other nutrition education and physical activity promotional materials linked with nutrition education, get media involved in nutrition events.
- ☐ Provide brochures or posters that focus on nutrition.
- ☐ Set up nutrition displays.

### Nutrition Education Project Evaluation:

- ☐ Conduct program planning and evaluation as an essential part of developing/implementing effective nutrition education programs.

### Adult Nutrition Education in Classroom, Group or Individual Settings:

- ☐ Parent nutrition education classes/seminars/workshops.
- ☐ Talking with parents or passing out information about nutrition/physical activity promotion. (i.e. Back to School Night or during a conference)
- ☐ Connecting students and their families with community resources that promote healthy eating and physical activity.

### Nutrition Education at Special Events:

- ☐ Nutrition Education at special events- Health Fairs, Open House, Back to School Night, carnivals and other school activities.

### Physical Activity Promotion (as a component of a broader Nutrition Education intervention):

- ☐ Present a one-time physical activity demonstration that educates and promotes physical activity as a component of a broader nutrition education intervention.
- ☐ Promote healthy active lifestyles as a component of a nutrition education intervention.
- ☐ Does not include all of the mandated physical education instructional minutes or ongoing PA programs (i.e. walking clubs, bowling).

### Staff Training/Professional Development:

- ☐ Nutrition Education Training- attending workshops, seminars and other training events that support nutrition education and physical activity promotion linked with nutrition education.

### Administrative Task Related to the Network:

- ☐ Completion and submission of the quarterly report
- ☐ Time completing documentation for Network contracts
- ☐ Fiscal/accounting duties (e.g. invoicing)
- ☐ General clerical tasks in support of Network projects



☒ State Share (Non-Network funds)☐ Federal Share (Network sponsored activities)

# Network for a Healthy California Monthly Time Log 2008-2009



Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Job Title: \_\_\_\_\_ School/Location: \_\_\_\_\_

Month: \_\_\_\_\_  
PLEASE RETURN YOUR TIME LOG AT THE END OF EVERY MONTH


Week 1	Week 2	Week 3	Week 4	Week 5	Monthly Total
--------	--------	--------	--------	--------	---------------

Indicate the number of hours for each week and total your monthly hours-Record time in 15 minute increments

I certify that documented time is from Allowable Activities listed on this page

Signature (Required): \_\_\_\_\_ Date: \_\_\_\_\_

## Allowable Activities

### Children/Student Nutrition Education in a Classroom Setting:

- Nutrition education classes using approved resources (e.g., Dairy Council, Team Nutrition, Dietary Guidelines for Americans, Harvest of the Month).
- Read books on nutrition or encourage creation of artwork or essays on topics of nutrition such as the importance of eating fruits and vegetables as part of a healthy diet.
- Conduct cooking classes and/or taste tests with healthy foods as part of a nutrition education lesson/activity
- Teach nutrition via CD ROM/ Internet/computer programs.
- Teaching nutrition education as a stand alone subject area or integrated with math, language arts, science, social studies, or other subject areas

### Children/Student Nutrition Education outside a Classroom Setting (as a component of a structured curriculum):

- Participate in nutrition education field trips (do not include transportation time or costs) such as tours of farmer's markets linking nutrition education on fruits and vegetables in classroom with field trip visit.
- Garden based Nutrition education
- In a food stamp or health office setting, promote healthy eating habits and the role that physical activity plays in good nutrition (can include a brief Food Stamp Program promotion message).
- Cafeteria-based nutrition education activities/promotions which are part of a structured program that is connected to classroom instruction (i.e., Harvest of the Month).

### Adult Nutrition Education in Classroom, Group, or Individual Settings

- Adult nutrition education classes using approved curriculum (e.g. Dairy Council materials, Dietary Guidelines for Americans, Harvest of the Month).
- Conduct cooking classes and/or taste tests with healthy foods as part of a nutrition education lesson/activity
- Teach nutrition education via CD ROM/ Internet/computer programs.
- In a food stamp or health office setting, promote healthy eating habits and the role that physical activity plays in good nutrition (can include a brief Food Stamp Program promotion message).

### Nutrition Education at Special Events (children/students & adults)

- Nutrition education at special events (e.g., Back to School Night, Open House, health fairs, school assemblies, farmers' markets). Special events that occur outside previously qualified sites of an agency will require income targeting data.

### Physical Activity Promotion (as a component of a broader Nutrition Education intervention) (children/students/adults)

- Give advice on where to access low- or no-cost physical activities.
- Present one-time physical activity demonstrations that educate about and promote physical activity.

### Nutrition Education Project Evaluation:

- Conduct program planning and evaluation as an essential part of developing/implementing effective nutrition education programs

### Nutrition Promotion Activities:

- Disseminate/sponsor newsletters, videos, CDs, or web pages on good nutrition or physical activity integrated as part of nutrition education
- Disseminate press releases, press kits, PSAs or other educational materials that promote good nutrition (may include the role that physical activity plays in achieving good nutritional health and a brief Food Stamp Program promotion message).
- Provide brochures or posters that focus on nutrition and may include a Food Stamp Program promotion message.
- Set up nutrition displays (e.g. Harvest of the Month or My Pyramid posters with pictures of fruits and vegetables with nutritional messages).
- Get media involved in events targeting food stamp eligibles that promote good nutrition.
- Provide nutrition information and or technical assistance to community leaders who work directly with the food stamp eligibles about nutrition-related issues.

### Staff Training/Professional Development:

- Develop/attend nutrition education events such as workshops, conferences, seminars, trainings, which may include the role of physical activity plays in health, and provide clear and direct benefits to the food stamp audience being served and are within the activities of the SOW.

### Administrative Tasks Related to the Network Contract:

- Spend time completing documentation for the Network contract (e.g. progress reports, monthly time logs).
- Perform fiscal/accounting duties (e.g., invoicing)
- Perform general clerical tasks in support of Network projects (e.g., travel claims, photocopying)

### Other Activities

- (Must be listed in approved Scope of Work Project Summary)

- **Paid Time Off** - Examples of paid time off include vacation, sick leave, holiday, annual leave, and maternity leave.

If you have any questions about this form- please contact Geoff Ianniello - Network for a Healthy California Project Coordinator: (714) 424-7557 or gianniello@nmusd.us

**FOR OFFICE USE ONLY:** Pay Rate \$ \_\_\_\_\_ /hour Supervisor/Designee Signature (Required): \_\_\_\_\_ Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_



*Lawndale Elementary School District*  
**STATE SHARE WEEKLY TIME LOG (2008-2009)**



**Name:** \_\_\_\_\_ **Grade/Position:** \_\_\_\_\_

**Phone #** \_\_\_\_\_ **Location:** \_\_\_\_\_

**PLEASE TURN IN TO YOUR SCHOOL LIAISON BY:** \_\_\_\_\_

Nutrition education in a Classroom Setting	OCTOBER Number of hours for the week of	NOVEMBER Number of hours for the week of	DECEMBER Number of hours for the week of
	_____ 1-3 6-10 13-17 20-24 27-31	_____ 3-7 10-14 17-21 24-28	_____ 1-5 8-12 15-19 22-26 29-31
Nutrition Promotion/Marketing/Policy	OCTOBER Number of hours for the week of	NOVEMBER Number of hours for the week of	DECEMBER Number of hours for the week of
	_____ 1-3 6-10 13-17 20-24 27-31	_____ 3-7 10-14 17-21 24-28	_____ 1-5 8-12 15-19 22-26 29-31
Staff Training/Professional Development (Nutrition Education/Physical Activity Promotion Related)	OCTOBER Number of hours for the week of	NOVEMBER Number of hours for the week of	DECEMBER Number of hours for the week of
	_____ 1-3 6-10 13-17 20-24 27-31	_____ 3-7 10-14 17-21 24-28	_____ 1-5 8-12 15-19 22-26 29-31
Administrative Tasks	OCTOBER Number of hours for the week of	NOVEMBER Number of hours for the week of	DECEMBER Number of hours for the week of
	_____ 1-3 6-10 13-17 20-24 27-31	_____ 3-7 10-14 17-21 24-28	_____ 1-5 8-12 15-19 22-26 29-31
Paid Time Off Paid Time Off (List (v) for vacation, (s) for sick leave, (h) for holiday time, or (o) for other paid time off, next to the hours)	OCTOBER Number of hours for the week of	NOVEMBER Number of hours for the week of	DECEMBER Number of hours for the week of
	_____ 1-3 6-10 13-17 20-24 27-31	_____ 3-7 10-14 17-21 24-28	_____ 1-5 8-12 15-19 22-26 29-31

**Total Logged Hours for 1<sup>st</sup> Quarter** \_\_\_\_\_

**\* I certify that documented time is from Allowable Activities listed on this page.**

**Signature (required)\*** \_\_\_\_\_ **Date** \_\_\_\_\_

**Supervisor/Designee Signature (required)\*** \_\_\_\_\_ **Date** \_\_\_\_\_

*Examples of Allowable Activities to log above:*

**Children/Student Nutrition Education in a Classroom**

**Setting:**

- Conduct taste tests and/or cooking classes with healthy foods as part of a nutrition education lesson/activity.
- Teaching lessons in the area of Nutrition, Food Safety, Health Benefits of Physical Activity.
- Integration of nutrition education such as reading books on nutrition or encouraging creation of artwork/essays on the topic of nutrition. Time spent putting up bulletin boards/door murals that support good nutrition and increased physical activity.
- Teach nutrition via CD ROM/Internet/Computer programs.
- Harvest of the Month activities.
- Use resources to educate about nutrition (e.g. Dairy Council, Dietary Guidelines, MyPyramid, Harvest of the Month)
- Discussing breakfast and lunch menu choices in relation to the components of a healthy nutritious meal.
- Participate in field trips and/or hear guest speakers regarding nutrition and physical activity promotion.

**Staff Training/Professional Development:**

Nutrition Education Training- attending workshops, seminars and other training events that support nutrition education and physical activity promotion linked with nutrition education.

**Administrative Task Related to the Network:**

- Time completing documentation for *Network* contracts
  - Fiscal/accounting duties (e.g. invoicing)
- General clerical tasks in support of *Network* projects

**Nutrition Promotion Activities:**

- Disseminate newsletters, videos, CD's or web pages on good nutrition or physical activity promotion
  - Disseminate press releases, press kits, PSA's or other nutrition education and physical activity promotional materials linked with nutrition education, get media involved in nutrition events.
  - Provide brochures or posters that focus on nutrition.
- Set up nutrition displays.



## HBUHSD Nutrition Network

### STATE MATCH WEEKLY TIME LOG (2007-2008)

Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Phone # \_\_\_\_\_ Location: \_\_\_\_\_

October Number of hours for the week of...					November Number of hours for the week of...					December Number of hours for the week of...				
Oct 1-5	8-12	15-19	22-26	29-31	Nov 1-2	5-9	12-16	19-23	26-30	Dec 13-7	10-14	17-21	24-28	31

**TOTAL FIRST QUARTER HOURS LOGGED** \_\_\_\_\_

Employee Signature (required)\* \_\_\_\_\_ Date \_\_\_\_\_

Supervisor/Designee Signature (required)\* \_\_\_\_\_ Date \_\_\_\_\_

\* I certify that documented time is from Allowable Activities listed below.

#### *Examples of Allowable Activities to log above:*

#### **Children/Student Nutrition Education in a Classroom Setting:**

- ☐ Conduct cooking classes and/or taste tests with healthy foods as part of a nutrition education lesson/activity.
- ☐ Teaching lessons in the area of Nutrition, Food Safety, Health Benefits of Physical Activity.
- ☐ Integration of nutrition education such as reading books on nutrition or encouraging creation of artwork/essays on the topic of nutrition. Time spent putting up bulletin boards/door murals that support good nutrition and increased physical activity.
- ☐ Teach nutrition via CD ROM/Internet/Computer programs.
- ☐ Harvest of the Month activities.
- ☐ *Steps to Healthy Living* nutrition education participation
- ☐ Discussing breakfast and lunch menu choices in relation to the components of a healthy nutritious meal.

#### **Children/Student Nutrition Education outside a Classroom Setting (as a component of a structured curriculum):**

- ☐ Taking nutrition education field trips (do not include travel time or costs) and/or having guest speakers in the areas of nutrition education and physical activity promotion.
- ☐ Garden based nutrition education.

#### **Nutrition Promotion Activities:**

- ☐ Disseminate newsletters, videos, CD's or web pages on good nutrition or physical activity promotion
- ☐ Disseminate press releases, press kits, PSA's or other nutrition education and physical activity promotional materials linked with nutrition education, get media involved in nutrition events.
- ☐ Provide brochures or posters that focus on nutrition.
- ☐ Set up nutrition displays

#### **Adult Nutrition Education in Classroom, Group or Individual Settings:**

- ☐ Parent nutrition education classes/seminars/workshops.
- ☐ Talking with parents or passing out information about nutrition/physical activity promotion. (i.e. Back to School Night or during a conference)
- ☐ Connecting students and their families with community resources that promote healthy eating and physical activity.

#### **Nutrition Education at Special Events:**

- ☐ Nutrition Education at special events- Health Fairs, Open House, Back to School Night, carnivals and other school activities.

#### **Physical Activity Promotion (as a component of a broader Nutrition Education intervention):**

- ☐ Present a one-time physical activity demonstration that educates and promotes physical activity as a component of a broader nutrition education intervention.
- ☐ Promote healthy active lifestyles as a component of a nutrition education intervention.

#### **Staff Training/Professional Development:**

- ☐ Nutrition Education Training- attending workshops, seminars and other training events that support nutrition education and physical activity promotion linked with nutrition education.

#### **Administrative Task Related to the Network:**

- ☐ Time completing documentation for *Network* contracts
- ☐ Fiscal/accounting duties (e.g. invoicing)
- ☐ General clerical tasks in support of *Network* projects

#### **Nutrition Education Project Evaluation:**

- ☐ Conduct program planning and evaluation as an essential part of developing/implementing effective nutrition education programs.



WEEKLY TIME LOG 2008 - 2009

Please check one box only:

☒ State Share (Non-Network funds)

☐ Federal Share (Network sponsored activities) and other special projects (e.g., Regional Nutrition Networks, faith-based, etc.)

Employee name: \_\_\_\_\_ Employee #: \_\_\_\_\_

Classification: \_\_\_\_\_ Phone #: \_\_\_\_\_ Location: \_\_\_\_\_

Due Date: Please return original form by \_\_\_\_\_ to Yvonne Ortega at Redhill

Allowable Categories <i>See back page for Allowable Activities</i>	Month:	Month:	Month:
Children/Student Nutrition Education in a Classroom Setting	_____ wk1 wk2 wk3 wk4 wk5	_____ wk1 wk2 wk3 wk4 wk5	_____ wk1 wk2 wk3 wk4 wk5
Children/Student Nutrition Education Outside a Classroom Setting, (as a component of a structured program)	_____ wk1 wk2 wk3 wk4 wk5	_____ wk1 wk2 wk3 wk4 wk5	_____ wk1 wk2 wk3 wk4 wk5
Adult Nutrition Education in Classroom, Group, or Individual Settings	_____ wk1 wk2 wk3 wk4 wk5	_____ wk1 wk2 wk3 wk4 wk5	_____ wk1 wk2 wk3 wk4 wk5
Nutrition Education at Special Events	_____ wk1 wk2 wk3 wk4 wk5	_____ wk1 wk2 wk3 wk4 wk5	_____ wk1 wk2 wk3 wk4 wk5
Physical Activity Promotion (as a component of a broader nutrition education intervention)	_____ wk1 wk2 wk3 wk4 wk5	_____ wk1 wk2 wk3 wk4 wk5	_____ wk1 wk2 wk3 wk4 wk5
Nutrition Education Project Evaluation	_____ wk1 wk2 wk3 wk4 wk5	_____ wk1 wk2 wk3 wk4 wk5	_____ wk1 wk2 wk3 wk4 wk5
Nutrition Promotion Activities	_____ wk1 wk2 wk3 wk4 wk5	_____ wk1 wk2 wk3 wk4 wk5	_____ wk1 wk2 wk3 wk4 wk5
Staff Training/Professional Development	_____ wk1 wk2 wk3 wk4 wk5	_____ wk1 wk2 wk3 wk4 wk5	_____ wk1 wk2 wk3 wk4 wk5
Administrative Tasks Related to the Network Contract	_____ wk1 wk2 wk3 wk4 wk5	_____ wk1 wk2 wk3 wk4 wk5	_____ wk1 wk2 wk3 wk4 wk5
Other activities (Please list—see page 2 for additional space)	_____ wk1 wk2 wk3 wk4 wk	_____ wk1 wk2 wk3 wk4 wk5	_____ wk1 wk2 wk3 wk4 wk5
Paid Time Off (List (v) for vacation, (s) for sick leave, (h) for holiday time, or (o) for other paid time off, next to the hours)	_____ wk1 wk2 wk3 wk4 wk5	_____ wk1 wk2 wk3 wk4 wk5	_____ wk1 wk2 wk3 wk4 wk5
<b>TOTAL MONTHLY HOURS</b>			

**INSTRUCTIONS:**

1. Mark either the "Federal Share" or "State Share" box at the top of the form. (Note: LIAs must use a separate form for documenting Federal vs. State Share activities. Regional Nutrition Networks, local food & nutrition education projects, faith-based, and other special projects should check "Federal Share.")
2. Enter the amount of time spent performing each type of activity in the column for that day. (Note: Study must be completed on a weekly basis for the entire study month. In addition, documented time must be from the Allowable Activities listed on page 2 of this form.)
3. Paid time off (e.g., vacation, sick leave, holiday time, etc.) should be recorded as the actual paid vacation, paid sick time or paid holiday time earned per the organization's policies. These types of earnings must be prorated by the FTE budgeted in the contract—e.g., if a .50 FTE employee takes a week vacation, that employee would record 4 hours of vacation time per day on the time study for that week (.50FTE x 40 hours/5 days).
4. Record time in 15 minute increments, using decimals to record partial-hour increments (i.e., .25, .50, and .75.)
5. At the end of the month, total all boxes in each row and record the sum in the "TOTAL" column at the right margin. Then total the amounts in the right-hand column and record the sum in the box at the bottom-right corner. (Note: The sum of the far-right column must equal the sum of the bottom row.)
6. Add the total hours for each month and enter this amount into the "TOTAL HOURS FOR QUARTER" box at bottom of this page. Enter your hourly, daily, or monthly rate of pay, as applicable.
7. Sign and date your time study, and give it to your supervisor for signature.

TOTAL QUARTERLY HOURS LOGGED \_\_\_\_\_ Employee Signature (required)\* \_\_\_\_\_ Date \_\_\_\_\_

Employee Pay Rate-\$ \_\_\_\_\_/hour/day/month (circle one)

Supervisor/Designee Signature (required)\* \_\_\_\_\_ Date \_\_\_\_\_

\* I certify that documented time above is from Allowable Activities listed on page 2 of this form.



## Examples of Allowable Activities

(All activities must be directed toward food stamp eligible households in the community.)

### Children/Student Nutrition Education in a Classroom

#### Setting:

- Nutrition education classes using approved resources (e.g., Dairy Council, Team Nutrition, Dietary Guidelines for Americans, Harvest of the Month).
- Read books on nutrition or encourage creation of artwork or essays on topics of nutrition such as the importance of eating fruits and vegetables as part of a healthy diet.
- Conduct cooking classes and/or taste tests with healthy foods as part of a nutrition education lesson/activity.
- Teach nutrition via CD ROM/ Internet/computer programs.
- Teach nutrition education as a stand alone subject area or integrated with math, language, art, science, social studies, or other subject area.

### Children/Student Nutrition Education outside a Classroom Setting (as a component of a structured program):

- Participate in nutrition education field trips (do not include transportation time or costs) such as tours of farmer's markets linking nutrition education on fruits and vegetables in classroom with field trip visit.
- Garden based Nutrition education.
- In a food stamp or health office setting, promote healthy eating habits and the role that physical activity plays in good nutrition (can include a brief Food Stamp Program promotion message).
- Cafeteria-based nutrition education activities/promotions which are part of a structured program that is connected to classroom instruction (i.e., Harvest of the Month).

### Adult Nutrition Education in Classroom, Group, or Individual Settings:

- Adult nutrition education classes using approved program (e.g., Dairy Council materials, Dietary Guidelines for Americans, Harvest of the Month).
- Conduct cooking classes and/or taste tests with healthy foods as part of a nutrition education lesson/activity.
- Teach nutrition education via CD ROM/ Internet/computer programs.
- In a food stamp or health office setting, promote healthy eating habits and the role that physical activity plays in good nutrition (can include a brief Food Stamp Program promotion message).

### Nutrition Education at Special Events: (children/students & adults)

- Nutrition education at special events (e.g., Back to School Night, Open House, health fairs, career fairs, VERB Action Day, school assemblies, farmers'/flea markets). Special events that occur outside previously qualified sites of an agency will require income targeting data.

### Physical Activity Promotion (as a component of a broader Nutrition Education intervention) (children/students & adults)

- Promote increased physical activity as a component of a nutrition education intervention.

- Give advice on where to access low- or no-cost physical activities.
- Present one-time physical activity demonstrations that educate about and promote physical activity.

### Nutrition Education Project Evaluation:

- Conduct program planning and evaluation as an essential part of developing/implementing effective nutrition education programs.

### Nutrition Promotion Activities:

- Disseminate/sponsor newsletters, videos, CDs, or web pages on good nutrition or physical activity integrated as part of nutrition education.
- Disseminate press releases, press kits, PSAs or other educational materials that promote good nutrition (may include the role that physical activity plays in achieving good nutritional health and a brief Food Stamp Program promotion message).
- Provide brochures or posters that focus on nutrition and may include a Food Stamp Program promotion message.
- Set up nutrition displays (e.g., Harvest of the Month or My Pyramid posters with pictures of fruits and vegetables with nutritional messages).
- Get media involved in events targeting food stamp eligibles that promote good nutrition.
- Provide nutrition information and or technical assistance to community leaders who work directly with the food stamp eligibles about nutrition-related issues.

### Staff Training/Professional Development:

- Develop/attend nutrition education events such as workshops, conferences, seminars, trainings, which may include the role physical activity plays in health, and provide clear and direct benefits to the food stamp audience being served and are within the activities of the SOW.

### Administrative Tasks Related to the Network Contract:

- Spend time completing documentation for the Network contract (e.g., progress reports, time logs).
- Perform fiscal/accounting duties (e.g., invoicing).
- Perform general clerical tasks in support of Network projects (e.g., travel claims, photocopying).

### Other Activities:

(Must be listed in approved Scope of Work or Project Summary).

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### Paid Time Off:

- Examples of paid time off include vacation, sick leave, holiday time, annual leave, and maternity leave.



## Network for a Healthy California QUARTERLY TIME LOG 2008 - 2009

Please check one box only: ☒ Local Share (Non-Network funds) ☐ State Share (Network sponsored activities)

Employee name: \_\_\_\_\_

School: \_\_\_\_\_

Job Title: \_\_\_\_\_

Due Date: \_\_\_\_\_

Return to: \_\_\_\_\_

- Write the number of hours worked above the appropriate week number (e.g., wk1).
- Record time in 15 minute increments using decimals to record partial-hour increments (i.e., .25 - .5 - .75)

**1, 2, 3, 4** - Total your hours  
where indicated

**5** - SIGN**6** - DATE

- Return to your Lead Nutrition Teacher or Cafeteria Manager – Thank you!

Month: \_\_\_\_\_

wk1 wk2 wk3 wk4 wk5

Total Monthly Hours:

**1**

Month: \_\_\_\_\_

wk1 wk2 wk3 wk4 wk5

Total Monthly Hours:

**2**

Month: \_\_\_\_\_

wk1 wk2 wk3 wk4 wk5

Total Monthly Hours:

**3**

I certify that documented time is from Allowable Activities listed on this page.

TOTAL QUARTERLY HOURS LOGGED: **4****5** Staff Signature (required): \_\_\_\_\_**6** Date: \_\_\_\_\_ALLOWABLE ACTIVITIESChildren/Student Nutrition Education in a Classroom Setting:

- Nutrition education classes using approved curriculum (e.g., Dairy Council, Team Nutrition, Dietary Guidelines for Americans, Harvest of the Month).
- Read books on nutrition or encourage creation of artwork or essays on topics of nutrition such as the importance of eating fruits and vegetables as part of a healthy diet.
- Conduct cooking classes and/or taste tests with healthy foods as part of a nutrition education lesson/activity
- Teach nutrition via CD ROM/ Internet/computer programs.

Children/Student Nutrition Education outside a Classroom Setting (as a component of a structured curriculum):

- Participate in nutrition education field trips (do not include transportation time or costs) such as tours of farmer's markets linking nutrition education on fruits and vegetables in classroom with field trip visit...
- Garden based Nutrition education
- In a food stamp or health office setting, promote healthy eating habits and the role that physical activity plays in good nutrition (can include a brief Food Stamp Program promotion message).

Adult Nutrition Education in Classroom, Group, or Individual Settings

- Adult nutrition education classes using approved curriculum e.g. Dairy Council materials, Dietary Guidelines for Americans, Harvest of the Month).
- Conduct cooking classes and/or taste tests with healthy foods as part of a nutrition education lesson/activity
- Teach nutrition education via CD ROM/ Internet/computer programs.
- In a food stamp or health office setting, promote healthy eating habits and the role that physical activity plays in good nutrition (can include a brief Food Stamp Program promotion message).

Nutrition Education at Special Events (Children/students & Adults)

- Nutrition education at special events (e.g., Back to School Night, Open House, health fairs, career fairs, VERB Action Day, school assemblies, farmers'/flea markets). Special events that occur outside previously qualified sites of an agency will require income targeting data.

Physical Activity Promotion (as a component of a broader Nutrition Education intervention) (Children/students & Adults):

- Promote increased physical activity as a component of a nutrition education intervention.
- Give advice on where to access low- or no-cost physical activities.
- Present one-time physical activity demonstrations that educate about and promote physical activity.

Nutrition Education Project Evaluation:

- Conduct program planning and evaluation as an essential part of developing/implementing effective nutrition education programs

Nutrition Promotion Activities:

- Disseminate/sponsor newsletters, videos, CDs, or web pages on good nutrition or physical activity integrated as part of nutrition education
- Disseminate press releases, press kits, PSAs or other educational materials that promote good nutrition (may include the role that physical activity plays in achieving good nutritional health and a brief Food Stamp Program promotion message).
- Provide brochures or posters that focus on nutrition and may include a Food Stamp Program promotion message.
- Set up nutrition displays (e.g. USDA Dietary Guidelines or My Pyramid posters with pictures of fruits and vegetables with nutritional messages).
- Get media involved in events targeting food stamp eligibles that promote good nutrition.
- Provide nutrition information and or technical assistance to community leaders who work directly with the food stamp eligibles about nutrition-related issues.

Staff Training/Professional Development:

- Develop/attend nutrition education events such as workshops, conferences, seminars, trainings, which may include the role physical activity plays in nutritional health, and provide clear and direct benefits to the food stamp audience being served and are within the activities of the SOW.

Administrative Tasks Related to the Network Contract:

- Spend time completing documentation for the Network contract (e.g. progress reports, time logs).
- Perform fiscal/accounting duties (e.g., invoicing)
- Perform general clerical tasks in support of Network projects (e.g., travel claims, photocopying)

Other Activities: (Must be listed in approved State Share Scope of Work or Local Share Project Summary) \_\_\_\_\_





# **NETWORK FOR A HEALTHY CALIFORNIA**

## **WEEKLY TIME LOG**

### **State Share (Non-Network Funds)**

*Santa Ana* SAUSD – 1<sup>st</sup> QUARTER REPORT (2008-9)

**Employee Name:** \_\_\_\_\_ **Employee Number:** \_\_\_\_\_  
(PLEASE PRINT)

**Title:** \_\_\_\_\_ **Location:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Due Date:** Please turn in by Dec. 12, 2008 to Network Office (via district/school mail)

OCTOBER	NOVEMBER	DECEMBER
Number of <b>Hours</b> for the week of...	Number of <b>Hours</b> for the week of...	Number of <b>Hours</b> for the week of ...
Week <u>1-4</u> <u>5-11</u> <u>12-18</u> <u>19-25</u> <u>26-31</u>	Week <u>1-8</u> <u>9-15</u> <u>16-22</u> <u>23-30</u>	Week <u>1-6</u> <u>7-13</u> <u>14-20</u> <u>21-27</u> <u>28-31</u>
Eat Your Veggies – WINTER SQUASH	Eat Your Fruit – PERSIMMONS	Eat Your Fruit – DRIED FRUIT

**Total Logged Hours for 1<sup>ST</sup> Quarter** \_\_\_\_\_ **(please total)**

**\* I certify that documented time is from Allowable Nutrition Education.**

**Employee Signature (required)\*** \_\_\_\_\_ **Date** \_\_\_\_\_

**Supervisor/Designee Signature (required) \*** \_\_\_\_\_ **Date** \_\_\_\_\_

\_\_\_\_\_ **Pay Rate \$** \_\_\_\_\_ **/hour /day /month (circle one)**

### *Allowable Nutrition Education Activities*

#### **Student Nutrition Education in a Classroom Setting:**

- Conduct cooking classes and/or taste tests with healthy foods as part of a nutrition education lesson/activity.
- Teaching lessons in the area of nutrition, food safety, health benefits of physical activity.
- Teach nutrition via CD ROM/Internet/Computer programs. Harvest of the Month activities.
- Bulletin boards/door murals that support good nutrition and increase physical activity.
- *Steps to Healthy Living* nutrition education participation-Spring
- Discussing breakfast and lunch menu choices in relation to the components of a healthy nutritious meal.

#### **Student Nutrition Education outside a Classroom setting, as a component of a Structured curriculum:**

- Taking nutrition education field trips (do not include travel time or costs) and/or having guest speakers in the areas of nutrition education and physical activity promotion.
- Garden based nutrition education.

#### **Adult Nutrition Education in Classroom, Group or Individual Settings:**

- Talking with parents or passing out information about nutrition/Physical activity promotion. (i.e. Back to School Night or during a conference). Providing parent classes in the area of nutrition, food, safety, health benefits of physical activity.

#### **Physical Activity Promotion (as a component of broader Nutrition Education intervention):**

- Present a one-time physical activity demonstration that educates and promotes physical activity as a component of a broader nutrition education intervention.
- Promote increased physical activity as a component of a nutrition education intervention.

#### **Staff Training/Professional Development:**

- Nutrition Education Training-attending workshops, seminars and other training events that support nutrition education and physical activity promotion.

#### **Nutrition Education at Special Events:**

- Nutrition Education at Special Events-Health Fairs, Open House.
- Back to School Night, carnivals and other school activities.